

Guide for the Submission of Comments

Please submit your comments to the Centre for Health Assets Australasia (CHAA) on the template provided and forward to margaret.binnie@unsw.edu.com.au

Please do not modify the MS - Word 6.0 format of the table i.e. column widths, merged cells, as this will cause difficulty during compilation of comments.

Section 1 – Reviewer Details

When completing this section, please reference the draft to obtain the HFG Title e.g 560 - Pharmacy Unit

Section 2 - Comments

When completing this section the following columns should be used as indicated:

- **Clause**

Indicate the clause to which your comment refers (the clause number appears in the draft as a six digit number unique to each clause of part thereof).

If your comment refers to the whole document, please place *General* in this column.

- **Heading/Paragraph/Figure/Table**

Every clause has a 3-digit heading number (eg '590') and a sub-heading number (eg 1.00). Please indicate these numbers when commenting on a clause or if appropriate when making more general comments about the document.

If necessary, please also indicate the paragraph within the clause, figure or table to which your comment refers.

- **Comment**

Enter your comment here. Your comment should include general background information and the evidence to support the changes being proposed.

- **Proposed Change**

Enter your modified version of the clause or section of the clause in this column.

If there is information that is not included but you feel should be, please indicate a heading under 'name' and your comments.

NB: If you wish to submit figures or complex objects (e.g. diagram) in addition to the textual comments, please insert them as separate files in the *Comment* column. If the draft is acceptable without change, an acknowledgement to this effect would be appreciated.

All comments received by **23 Nov., 2007**, will be considered by the Project Team. For any further assistance you may require in relation to the review, please contact Margaret Binnie, Centre for Health Assets Australasia (CHAA) on 9385 4943 or e-mail as above.

On behalf of HCAMC, thank you for taking the time to comment on the draft.