



PCIS QUERY GROUP ACCESS

Application Form



Note:

- Query Group Access in the PCIS system is a comprehensive configurable function allowing reporting of partial or full areas of the database. To aid assurance that client and community information is only used for legitimate purposes, query group functionality is awarded only to specific users with justified reason for access according to role. At Health Centre level, access is only granted to Primary Health Care Mangers.
- Reports generated through the Query Group Access function are fully auditable and all users will be audited.
- For users not granted Query Group Access, requests for one-off reports involving wider data than is routinely available, may be made to the Data Coordinator, with approval from their line manager.

APPLICANT:

POSITION:

USER ID:

PHONE:

As an applicant for PCIS Query Group Access, I understand the responsibilities and obligations required in utilising this function as below (please acknowledge by ticking each box):

- The user's use of the PCIS Query Group Access is only for legitimate purposes to the benefit of Remote Health Branch (RHB) business and its individual and group clients.
- Use of any reports must ensure the protection of confidential information regarding individual clients or communities.
- Use of the PCIS Query Group Access function cannot be divulged or delegated to another user. (Each user must be approved individually)
- Specific reports requested by other RHB staff may be generated by the approved user, providing the use of such reports is for bona fide purposes.
- Requests for data or reports, arising from outside the business of RHB, may not be generated. (Such requests should be referred to the RHB 'Requests for Data' process where the Director RHB approves the release of information and the report is generated by the appropriate Data Coordinator)
- Usage of Query Group Access function may be audited.
- Query searches can potentially significantly utilise system resources, particularly when client records are 'open'. Therefore, searches should be conducted after hours where possible.

Primary Health Care Managers only: May only conduct searches on local client group.

I, _____ understand that I am required to comply with the provisions of the *Information Act* and the DoH Privacy Policy when handling government information including personal information.

Signed: _____ Date: ____/____/20____

Please submit this form to PCIS Helpdesk on fax 08 8980 0730 or email pcishelpdesk@nt.gov.au

APPROVED / NOT APPROVED

Signed: _____

Name: _____

Position: Quality & Safety Manager

Date: _____

PCIS SUPPORT USE ONLY

Date Access provided: _____

Signed: _____

Name: _____