



DEPARTMENT OF HEALTH

PLEASE PRINT DETAILS CLEARLY

Note:

- Query Group Access in PCIS 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 Centre Managers.
- 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.

Last Name		First Name	
Position			
User ID		Phone: Work	
Work Unit			

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 Centre 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.

Signature		Date	/ /
------------------	--	-------------	-----

Supervisor Signature		Date	/ /
-----------------------------	--	-------------	-----

Helpdesk Use Only

APPROVED / NOT APPROVED	<input type="checkbox"/> Query Group (Full)	<input type="checkbox"/> Query Group (Cut Down Version)
--------------------------------	--	--

Signed		PCIS SUPPORT USE ONLY	
---------------	--	------------------------------	--

Name		Date access provided	/ /
-------------	--	-----------------------------	-----

Position	<i>Quality & Safety Manager</i>	Signed	
-----------------	-------------------------------------	---------------	--

Date	/ /	Name	
-------------	-----	-------------	--

FAX COMPLETED FORM TO 8980 0730 or EMAIL TO: pcishelpdesk@nt.gov.au
Allow five (5) working days for processing

For information regarding this application phone the PCIS Helpdesk on (08) 8999 2855