

Travel Management System Access PHC Remote Information Sheet

The [Travel Management System](#) (TMS) is a fully electronic travel request and authorisation system used by the NT DoH. Staff with Patient Assistance Travel Scheme responsibilities will be required to complete a [Travel Management System – Access Application](#) form (*scroll down webpage*). Also see Information Sheet - [Travel Management System – Overview](#).

Features of the Access Application form are detailed below.

1. Applicant Identification and ePASS Registration

A personal ePass User Id is required by all DoH Remote Health staff requiring access to TMS, even though the DoH network may be accessed through the generic health centre G70 log-on utilised in all Remote Health Centres.

If the individual does not already have ePASS registration, this must be initiated and authorised by the relevant Manager¹ prior to submitting the signed [TMS – Access Application](#) form to the TMS - System Administrator. The individual's User Id should then be noted in the appropriate field on the TMS – Access Application Form.

Without exception, every individual applying to use TMS must submit a suitably completed TMS – Access Application form and must have a personal ePASS User Id.

2. Position / Job Title

Selecting a title for the applicant's position is requested. This enables the TMS – System Administrator to undertake a basic assessment that TMS Functions selected on the application match the applicant's position.

3. Length of Employment

This is required to provide guidance for the duration of access for the application. The date provided must not exceed contracted dates of employment.

As TMS access is linked to ePASS registration, individual user records will be audited against ePASS registration records. When ePASS registration has expired, the individual's access to TMS will be cancelled. Permanent employees will have an open end date.

TMS use and system access is monitored. Access may be terminated in the event of inappropriate use of TMS.

4. Travel Management System Functions

Level of access is adjusted according to the TMS Functions required for the applicant. The relevant function/s should be nominated on the application form to ensure that appropriate access is granted.

¹ Relevant Manager includes: Area Service Manager, Senior Rural Medical Practitioner – Operations and in Central Australia the Nursing Coordinator – Recruitment.

5. Contact Information

Individuals are required to provide e-mail address details to be recorded in TMS. This is important as:

- the TMS – System Administrator will communicate with individual users via this method (eg, confirming initial access; password resets; etc)
- Patient Travel information will be transmitted electronically via e-mail to the relevant individual, eg 'Requestor' or delegated 'Approving' Officer.

The primary e-mail account is the individual's personal work account; however to ensure that patient travel information can be accessed by other relevant staff, a generic health centre e-mail account/s should be entered as the secondary account when this is available. For Remote Health, the secondary e-mail account must be:

Health Centre staff	<name of health centre>.clinicstaff@nt.gov.au
Medical Practitioners <i>Note: Access to TMS is also included on the RMP Electronic Health Record Systems User Access Form</i>	When a Medical Practitioner is resident in the community and provides services to that community only, the <e-mail name of health centre>.clinicstaff@nt.gov.au generic e-mail address should be given as the secondary e-mail address. When a Medical Practitioner visits a number of health centres providing health care, this field should be left blank.

Note: This relates to the details for the Access Application Form as additional e-mail accounts may be added into the TMS Request as needed for the individual request.

6. Applicant Declaration Signature

An applicant declaration signature is necessary to confirm that the applicant acknowledges the requirement to comply with the [Travel Management System Web Based Policy Statement](#) (page 1 of the TMS – Access Application form). This includes the requirement to comply with the Northern Territory [Information Act](#), See Schedule 2 of the Act for Information Privacy Principles and the [DoH Privacy Policy](#), and that the individual is aware that they will be subject to having their use of TMS audited.

Line Managers² must ensure the applicant has signed this declaration before authorising access.

7. Authorisation

Authorisation for access is twofold for RHB staff:

- applicants authorise their own application, vouching for accuracy of submitted information.
- the applicant's Line Manager² **above** is required to endorse the application and thereby acknowledge the appropriateness, legitimacy and accuracy of the application.

8. Submission of Travel Management System - Access Applications

The completed Access Application form is to be submitted to the TMS - System Administrator via e-mail. If a form is submitted with incomplete information, the form will be returned to the applicant for amendment.

TMS - System Administrator	Phone: 08 8999 2514	e-mail: tms.ths@nt.gov.au
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² Line Manager includes: Primary Health Care Manager, District Manager and Director of Medical Services.

9. Forms

[Travel Management System – Access Application Form](#)

10. Resources

[Patient Assistance Travel Scheme Bookings Flowchart](#)

Information Sheets: [Travel Management System - Access](#)

[Patient Travel Management System \(TMS\)](#)

Patient Travel Management System (TMS) - login page

Patient Travel Management System (TMS) - information

[Travel Management System](#) intranet

[Financial Delegations](#), intranet

[Information Act](#)

See Schedule 2 of the Act for Information Privacy Principles

[DoH Privacy Policy](#)