HNE NETWORK
USER ACCESS FORM

FAX COPIES NOT ACCEPTABLE

HUNTER NEW ENGLAND NSW⊕HEALTH

Complete this form for connections to/or disconnection from the HNE Computer Network
FORM WILL BE RETURNED IF ALL INFORMATION NOT PROVIDED LEGIBLY & IN FULL

ACCOUNT ACTION:-	☐ ADD	☑ MODIFY	☐ DELETE Date / /

Surname (Print): MANTILLA   **First** (Print): ANECITO "john"   **Middle** (Print):

HNE Campus: **Department:**

Work Phone: 02-49904833   **Fax:** 02-49914833

Employee ID: **Cost Centre** _ _ _ _ _ / _ _ _ _

Position Title: GP - VMO

System Access Required		System Administrator **	Contact Ph No:
☑	PC NETWORK ACCOUNT/USERNAME (Basic HNEH network account)	IT - Administration *Current N/W Acct Username (if applic)...*	jmantilla
☑	MICROSOFT OUTLOOK EMAIL	IT - Administration	Ph: 49213800 Option 4
☐	REMOTE ACCESS - BROADBAND ($115 per CAG token)	IT - Administration	Ph: 49213800 Option 4
☑	INTERNET	**HNE AET APPROVAL REQUIRED see page 2**	
☑ **	Digital Medical Records (DMR)	DMR Project Team	Ph: 49213403
☐ **	OBSTETRIX	Clinical Systems Team	Ph: 49853219, JHH 49214729/4356
☐ **	VMONEY ☐ ORACLE	Financial Systems Team	Ph: 49853442
☐ **	PAS	PAS Team	Ph: 49213800 option 1, option 1
☐ **	AHMIS	Waratah Campus	Ph: 49853305
☐ **	CHIME	Wallsend Campus	Ph: 49213800 option 1, option 2
☐	Share Drive Access & ALL OTHER REQUESTS	Provide details:-	

(Note: "There are costs associated with these services" appears vertically alongside the MICROSOFT OUTLOOK EMAIL and REMOTE ACCESS rows)

** It is the Applicant's responsibility to contact System Administrators directly to receive further log on, password & training information.

ACCESS AGREEMENT

I have read, understand and accept the terms stated in the following (copy available from supervisor) (☑)

- NSW Health Code of Conduct (PD2005_626) policy http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_626.pdf
- NSW Health Privacy Policy (PD2005_593) policy http://www.health.nsw.gov.au/policies/pd/2005/pdf/PD2005_593.pdf
- NSW Health Use of Communication Systems (PD2009_076) policy http://www.health.nsw.gov.au/policies/pd/2009/pdf/PD2009_076.pdf
- HNEAHS User Confidentiality Statement (**see over**).

User's Signature …………………..……………………… **Date** 12/08/2011 …………………………………………………………….

MANAGEMENT APPROVAL

Manager

…………………………………… ……………………………… …………………………………… …………………………………
Print Name   Print Title   Signature   Contact Phone No.

HNE Tier 2 Manager or Delegate

…………………………………… ……………………………… …………………………………… …………………………………
Print Name   Print Title   Signature   Contact Phone No.

Supervisor's Email …………………………….…**.**…………….…………………@hnehealth.nsw.gov.au

SEND FORM TO:-

Staff from Lower Hunter Cluster, Greater N'cle Cluster, LMNC Cluster & Upper Hunter Cluster (Scone, Muswellbrook, Murrurundi, Denman)
- return original form to I.T. Services, Level 3, E Block, J.H.H. (Locked Mail Bag No 1, Newcastle Mail Centre NSW 2310)
Staff from Peel Cluster, Tablelands Cluster, McIntyre Cluster, Mehi Cluster & Upper Hunter Cluster (Werris Creek & Quirindi)
- return original forms to I.T. Administration @ Tamworth Desktop Services, Locked Bag 9783, Tamworth NSW 2340
Enquiries about NEW connections call ITAdministration: (02) 49213800 Select 3
For assistance with EXISTING accounts call Help Desk: 02 49213800 Select 2. Select 2

USER ACCESS FORM
INFORMATION SHEET

AREA INFORMATION TECHNOLOGY & TELECOMMUNICATIONS

THIS FORM IS TO BE COMPLETED WHEN REQUIRING:-

1. **CONNECTION TO NETWORKED COMPUTER SERVICES OR**

2. **DISCONNECTION OF ACCESS TO NETWORKED COMPUTER SERVICES**

Personal Details Section
- All details MUST be completed for application to proceed – INCOMPLETE APPLICATIONS CAN NOT BE PROCESSED
- Please print details in a legible handwriting.

Network Account Details:-
- All requests must be approved by the applicant's Department (or Unit) Business Manager.
- Some applications have two levels of access: a) network systems access   b) application administrator level access.
  IT Services provide the network level access only.
  To obtain access & password to network applications contact the Application Administrator listed in the tick box.
- The HNEAHS "Use of Email Policy" can be found on the Intranet. Contact your direct manager for a copy.
- All applicants must fill out and return an original copy of the "Access Agreement"
- Access to some applications must be authorised by the application/network resource administrator. For example, Workforce/Kronos access must be authorised by the HRIS team after your network logon is established by IT Services.

Internet applications
- Only HNEAHS **Area Executive Team & Tier 2 Executive** are authorized to approve Internet access. Proceed to the following links for further detail on Executive Staff structure
  http://intranet.hne.health.nsw.gov.au/about_us/management_structure or
  http://intranet.hne.health.nsw.gov.au/about_us/senior_executive_team

HNEAHS User Confidentiality Statement
This agreement applies to the following responsibilities:-
1. If supplied with username and password for remote network access I acknowledge its confidential nature and I undertake to prevent disclosure to any other person or persons.
2. I understand that I am responsible for any access gained to the system via my username and password, and abuse of this privilege may result in access being withdrawn and other such redresses that may be required.
3. I will not by any means install unauthorised software onto the HNEAHS network or copy software to the local device without lawful authority. Nor will I attempt to connect any router or LAN to the remote access service.
4. I acknowledge the sensitivity of information stored on the HNEAHS network and undertake to utilise that data for lawful purposes only. Any breaches of privacy or confidentiality caused through this access may be the subject of legal proceedings which may incur significant financial penalty.
5. I will not directly or indirectly use, disclose, publish or communicate any confidential personal health information to any person except as allowed by the Health Privacy Principles.
6. I undertake to inform my supervisor immediately if I become aware of any breach of privacy or security relating to the information which I access in the course of my duties.

License & Maintenance Charges
Currently access to Internet & Broadband Dial In tokens incur fees to HNEAHS and are to be approved and met by Sector/Division/Business Manager. Price Details follow:-
- **Remote Access Broadband Token** - **$115** one off fee
- **Internet** –monthly charge dependant on the usage.

Note: These prices are a guideline only, vendor's prices vary regularly without notice.

Where Do I Send The Completed Form?

> **Staff from Lower Hunter Cluster, Greater N'cle Cluster, LMNC Cluster & Upper Hunter Cluster (Scone, Muswellbrook, Murrurundi, Denman)**
> **- return original form to I.T. Services, Level 3, E Block, J.H.H. (Locked Mail Bag No 1, Newcastle Mail Centre NSW 2310)**
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> **Enquiries about NEW connections call ITAdministration: (02) 49213800 Select 3**
>
> **For assistance with EXISTING accounts call Help Desk: 02 49213800 Select 2, Select 2**