



# Healthcare Imaging Services

## Application for Healthcare Imaging Services (HIS) Inteviewer Access and Confidentiality Agreement

Healthcare Imaging Services Victoria invites you to apply to access your patient's images and reports via Healthcare Imaging Services Inteviewer. You will be allocated a unique user name and password, which will enable you to access to your patients' records. This system allows you access to a straight forward down load of the report and images to your computer.

Healthcare Imaging Services Victoria is required to ensure privacy laws are adhered to. Therefore any access to patient records is restricted to authorized persons and must be for justified medical treatment purposes only.

Protection of Healthcare Imaging Services electronic systems and networks from viruses, other malware is a priority and we must protect this system from unauthorised entry.

### **To comply with the above:**

Healthcare Imaging Services require all personnel/referrers who request to use the Healthcare Imaging Services Inteviewer system (which provides patients images, reports and referrals) to sign this document, thus agreeing to comply with the maintenance of privacy for our patients, referrers and staff, and security of our information systems.

**Please note:** You will also be agreeing to Healthcare Imaging Services conducting for the purpose of monitoring compliance, audits of any or all episodes of external access to Inteviewer.

### **Confidentiality Agreement:**

1. I agree to comply at all times with Healthcare Imaging Services policies related to the security and privacy of its electronic records.
2. I will keep my username and password absolutely confidential.
3. I will act responsibly to maintain the security and integrity of the information systems that I use, so as to minimise the chance of any problems or security breaches for Healthcare Imaging Services.
4. I will only look at patients' medical imaging records for- the purposes of providing diagnostic or treatment services to them and not for any other reason.
5. I recognise that browsing through patient records or accessing records that are not required is strictly prohibited.
6. I will ensure that unauthorised people cannot gain access to confidential information.
7. If I need to copy or print images or other information from the Healthcare Imaging Services Inteviewer, I will treat them as confidential medical records.
8. I agree to comply with any audit by Healthcare Imaging Services or its agents of access to the Healthcare Imaging Services Inteviewer.
9. I understand my responsibility for respecting patient's privacy and protecting the confidentiality of information which I have access, and will comply with all relevant privacy laws and codes including, but not limited to, the Commonwealth Privacy Act 1988 and its 2001 amendments.
10. I indemnify Healthcare Imaging Services in relation to all losses, damages, actions, claims, costs or expenses which may be brought against, suffered or incurred by Healthcare Imaging Services as a direct or indirect result of my failing to comply with any of the terms set out above.
11. I agree to Healthcare Imaging Services revoking my access to the Healthcare Imaging Services Inteviewer in the event of any breach of the terms and conditions of this agreement.



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## APPLICATION FORM TO REGISTER FOR ACCESS TO HEALTHCARE IMAGING SERVICES INTELEVIEWER

Name of Practitioner: .....

Name of Practice: .....

Email Address: .....

Practice Postal Address:  
.....  
.....  
.....

Practice Phone (main number /not mobile)

VIC Medical Board Registration No: .....

Provider No: .....

Date: ...../...../.....

### Application Form for all users of Inteleviewer and PACS Privacy and Security Agreement

Medical, other health practitioners and their immediate support staff need to view patients' medical imaging records to facilitate the care they provide to them. Privacy law requires that Healthcare Imaging ensures that any access to its records is **restricted to authorised people**, and for justified medical treatment purposes only. Healthcare Imaging also needs to protect its electronic systems and networks from viruses, other malware and unauthorised entry.

We therefore require every individual who wishes to use Inteleviewer or PACS to sign this document, agreeing to comply with certain restrictions, and to act in a way that maintains privacy for our patients, referrers and staff, and security of our information systems.

As part of this, you will also be agreeing to Healthcare Imaging Services conducting regular audit of any or all episodes of external access to its PACS, for the purpose of monitoring compliance.

Name: \_\_\_\_\_

Signature: .....