

SV&MHS Remote Access Application Form

- The use of this service is subject to Privacy and Confidentiality policy of the St Vincent's & Mater Health Service and relevant State, Federal, and International criminal laws. This service is provided only for access to Web Clinical Applications and to provide support for SV&MHS applications.
- Under no circumstances are you permitted to use this service to conduct non-hospital related activities. Usage is monitored and abuse of this service will be reported.
- ITSC provides limited support for the use of this service on your personal computer and is not liable for any damages to your system configuration, software, or hardware.
- You are not to disclose remote access information to anyone else. This includes this document, access, login details, and passwords supplied.
- **ITSC now uses digital certificates as a security measure for remote access. This form must be accompanied by a photocopy of your driver's licence or passport details.**

Date Requested:			
Application Requested:	Mediweb Result Viewer <input type="checkbox"/>	Powerpath Online <input type="checkbox"/>	
* Name & Position			
* Work Address & Dept.			
* Work Phone No			
* Mobile Phone No			
* Work Email Address			
* Date of Birth	Day: _____	Month : _____	

* Indicates mandatory information
 * NB: DOB – Date of birth (not year) is required as an additional unique identifier

Remote Access Requirements

* Remote Access Connection Type	Tick Applicable	* Operating Environment	Tick Applicable				
ADSL	<input type="checkbox"/>	Windows 2000 / Windows XP	<input type="checkbox"/>				
Network/Cable	<input type="checkbox"/>	Macintosh OS 10	<input type="checkbox"/>				
Wireless	<input type="checkbox"/>	Vista / Windows 7 or higher	<input type="checkbox"/>				
* My home PC or laptop has a current licence for anti-viral software with regular updates. If this requirement is not met – remote access will NOT be provided.			<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">Yes</td> <td style="text-align: center; width: 50%;">No</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						

<p>* Account User Declaration: Iacknowledge that I have read and understood the overview of the relevant Hospital Policies on Page 2 related to my responsibilities, in particular to the security of my LOGIN ID and PASSWORD and my obligations when using remote access. By signing this document, you have agreed to accept the above mentioned conditions. Please return a signed copy of this page + copy of identification by either return email or by faxing to 8382 2188. Your access password and instructions will be provided when the above information is received.</p>	
* Applicant's Signature/...../..... Date

Email complete form to: SydPath.Enquiry@svha.org.au / Fax to: (02) 8382 2188

SV&MHS Terms and Conditions – Remote Access to SV&MHS Network

Remote Access (Dial Up and Virtual Private Network VPN) Policy

The use of this service is subject to the Privacy and Confidentiality policy of the St Vincent’s & Mater Health Service and relevant State, Federal, and International criminal laws. This service is restricted and provided only for access to Web Clinical Applications, to provide support for SV&MHS applications and access to GroupWise email.

Under no circumstances are staff permitted to use this service to conduct non-hospital related activities. Usage is monitored and abuse of this service will be reported. ITSC will provide manuals to assist staff to setup and maintain remote access and can provide limited support for the use of this service on user’s personal computer. ITSC is not liable for any damages to their system configuration, software, or hardware due to remote access connection.

It is a mandatory requirement that staff have current antiviral software installed and are receiving regular Internet updates on personal PCs and laptops that are used to connect remotely to the SV&MHS network. Staff are not to disclose remote access information to anyone else.

The SV&MHS VPN project came about to meet the requirements of users roaming globally needing access to campus resources. This need is predicated by ease of use without the compromise of campus security. The VPN access needs to be easy and intuitive to use so that the roaming user is able to easily access campus resources from Internet Cafés and any external site (e.g. forums, hotels, airport lounges) with basic Internet access, or even from home (given an ADSL connection is available).

Confidentiality Policy

Health records and general information relating to a patient are often stored on the SV&MHS corporate computers and are able to be accessed via a computer terminal or personal computer. It is therefore the duty of all staff, including part-time, temporary and casual staff, to be aware of and follow at all times the guidelines set out below:

1. Information stored on the computer is only to be divulged to properly authorised persons. In the case of patient information, this is limited to treating health professionals and others authorised under the conditions detailed in Circular 99/18.
2. Staff must ensure that no unauthorised person has access to the SV&MHS computing facility. This also means refraining from posting instructions for access onto or near the computer or anywhere a passerby or other unauthorised personnel may read them.
3. Staff will not under any circumstances divulge their username or password to any other person.
4. Staff must change the initial network login password that is allocated to them by ITSC.
5. Staff who use a group login will not divulge that information to any other person without the prior consent of their supervisor or department head, or in their absence, a senior member of the ITSC.
6. Wherever there is any question or doubt regarding to access to patient information, staff should refer to Circular 99/18. A copy is available on NSW Health Web site www.health.nsw.gov.au.
7. The attention of staff is drawn also to the contents of the document entitled SV&MHS ‘Code of Conduct’ on the Intranet.

<input type="checkbox"/>	Driver’s Licence	<input type="checkbox"/>	Passport Details
*Attach photocopy of your photo identification in the box below or attach to this form			

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