

Customer Information System (CIS) Access Request Form

Return Fax to: (02) 62748679

This form must be completed by every person requesting access to Comcare's CIS. Signatures of both the applicant and the Agency CIS Administrator are essential. If you are unsure of your CIS Administrator please call 1300 366979.

Access Required: **Summary Level Data** **Claim Detail Data** **Financial Reports**

Agency CIS Administrator

(Person responsible for signing all access request forms and maintaining current user list for agency)

Applicant's Personal Details (please print)

Title: Mr /Ms /Mrs /Miss /Dr **First Name:** _____ **Surname:** _____
Position/Title: _____ **AGS Number:** _____
Agency Name: _____
Agency Address: _____
Phone: _____ **Fax:** _____
E-Mail: _____

Applicant's Declaration

I understand that, as an Authorised User, I am to be provided access to Comcare's Information Technology (IT) facilities, and through such facilities, access to Comcare client information. In granting me this access, I accept that:

1. Access is granted for authorised use only and that authorised use constitutes access only to the data and facilities I have permission to access and for the purposes for which such permission is granted. In providing me with a user id and password for my exclusive use, Comcare considers usage of its IT resources by such identification to be attributable to me;
2. To protect Comcare information assets from unauthorised access and to ensure that its IT facilities function properly, System Administrators are required to monitor system usage and may disclose such usage without notifying the authorised user. Individuals using Comcare IT facilities without authority, or in excess of their authority, will have their activities recorded by these personnel and if it reveals evidence of criminal activity, the Security Administrator may provide details of such activity to law enforcement officials
3. The information and recipient is governed by the Privacy Act and are bound by the Information Privacy Principles under that Act. Dealing with workers' compensation can be a sensitive issue and it is important to realise that what is read and is seen must only be used for its intended purpose. Information Privacy Principles (IPPs) are contained in section 14 of the Privacy Act 1988 (the Privacy Act). The IPPs set out standards for handling personal information

Applicant's Signature: _____ Date: ____/____/____

Agency CIS Administrator

Name: _____ Title: _____
Please Print

Signature: _____ Date: ____/____/____

Comcare CIS Administrator (complete this section when issuing user account details)

Name: _____ Signature: _____ Date Issued: ____/____/____

User ID: _____ Initial Password _____