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# HAP Access Request Form for Refugee Health Clinics

Please provide the following information to enable the Department of Home Affairs to create an *ImmiAccount* for your organisation and then invite individual users (i.e. your staff) at your clinic to set up their own accounts. This will then enable your organisation to access the Health Assessment Portal (HAP) to view the health results.

#### Section 1 – Clinic Details Please complete this form electronically

|  |  |
| --- | --- |
| Clinic Name: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Clinic Address: | Building: |  | | | | | | | |
| Number: |  | Street: |  | | | | | |
| Suburb: |  | | State: | |  | | Postcode: |  |
| **Nominated Contact:** | Name: |  | | | | | | | |
| Number: |  | | | Email: | |  | | |

|  |  |
| --- | --- |
| Phone Number: |  |
| Note: The clinic’s phone number must be a land line / business number not a mobile number |

|  |  |
| --- | --- |
| Internet Browser: |  |
| Please specify what internet browsers and versions are used at the clinic – e.g. Internet Explorer Version 8, Firefox Version 29.0.1 |

#### Section 2 – Individual User Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Given (First) Name:** | **Family (Last) Name:** | **Gender:** | **Phone Number or Mobile Number:** | **Email Address:** (Each user must provide their own email address, no users can share an email address) | **User Access Required:**  (Please nominate  2 Clinic Administrators) |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |

#### Section 3 – Description of Access Categories

|  |  |
| --- | --- |
| **Clinic Administrator** | * A delegated person within the clinic who can manage user access (add, remove or suspend users) as well as reset password for HAPLite access. * Please note, at least two Clinic Administrators should be nominated for your clinic. |
| **Ref & Hum Read Only** | * The Ref & Hum Read Only role will enable the user to view client information and, view and download HAP records including reports and x-ray image files. |