

# NCDI Direct PACS Web Access

## **Application for NCDI Direct PACS Web Access and Confidentiality Agreement**

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As a valued referring clinician, National Capital Diagnostic Imaging invites you to apply to access your patient's images using **NCDI Direct**. By simply obtaining a unique user name and password, we are confident that you will find access to your patients' records is easy and straightforward.

Privacy law requires National Capital Diagnostic Imaging (NCDI) to ensure that any access to its records is restricted to authorised persons and for justified medical treatment purposes only. NCDI 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 the **NCDI Direct** 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 NCDI conducting regular audit of any or all episodes of external access to its PACS, for the purpose of monitoring compliance,

### **Confidentiality Agreement:**

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- I agree to comply at all times with National Capital Diagnostic Imaging policies related to the security and privacy of its electronic records.
- I will keep my user name and password absolutely confidential.
- 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 National Capital Diagnostic Imaging.
- 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. I understand that through patient records or accessing records that are not required is strictly prohibited.
- I will ensure that unauthorised people cannot gain access to confidential information.
- If I need to copy or print images or other information from the NCDI PACS, I will also treat them as confidential medical records.
- I agree to comply with any audit by National Capital Diagnostic Imaging or its agents of access to the NCDI PACS.
- I understand my responsibility for respecting patient's privacy and protecting the confidentiality of information to 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.
- I indemnify National Capital Diagnostic Imaging in relation to all losses, damages, actions, claims, costs or expenses which may be brought against, suffered or incurred by National Capital Diagnostic Imaging as a direct or indirect result of my failing to comply with any of the terms set out above.
- I agree to National Capital Diagnostic Imaging revoking my access to the NCDI PACS in the event of any breach of the terms and conditions of this agreement.

# NCDI Direct - System Requirements

After receiving your completed application for access to **NCDI Direct**, we will arrange for a National Capital Diagnostic Imaging customer service representative to visit you at your practice to assist with setting up **NCDI Direct** on your computer.

To run the **NCDI Direct** Web Software, you need to allow installation of a Java Plug-in

## Supported Client Operating System

- Microsoft Windows 2000 or XP

## Minimum Requirements:

- 750 MHz Pentium III processor and higher
- 512 MB RAM
- 4MB Graphics Card
- 1024 x 768 Display Resolution
- Display resolution configured to 24-bit true colour

## Recommended Requirements:

- 1.5 GHz Pentium IV processor or better
- 1 GB RAM
- 4MB Graphics Card
- 1600 x 1200 or 1920 x 1200 Display Resolution
- Display resolution configured to 32-bit true colour

The speed of image transfer using **NCDI Direct** is limited by the type and speed of your internet connection. For best results, high speed broadband connection is recommended.

The quality of images on your computer using **NCDI Direct** is determined by a large number of factors including the quality and type of video display monitor; the video display settings, video card, operating systems (eg Windows) display resolution and settings and the level of image compression selected. In order to provide rapid image transfer, **NCDI Direct** defaults to a moderate level of image compression. You may download uncompressed (higher Resolution) images but this will result in slower image transfer time.

National Capital Diagnostic Imaging cannot be held liable for any excess data costs charged to you by your ISP incurred as a result of using **NCDI Direct**. Radiology image sets can be very large, particularly CTs and uncompressed digital radiographs. We strongly recommend that you regularly monitor your data usage via your Internet Service Provider's (ISP) tools to ensure you are not exceeding your monthly quota. Users on broadband plans with a small monthly volume allowance are advised to switch to a higher usage plan if they find they are approaching or exceeding their data volume quota. Your ISP will be able to advise you on their plans.

## Application Form:

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**Name:** .....

**Practice Group:** .....

**Email Address:** .....

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

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**Work Phone (not mobile):** .....

**Provider No:** .....

**Date:** .....

**Signature:** .....

**Please send all completed forms to:**

Tony Dempsey  
Medical Liaison Officer  
National Capital Diagnostic Imaging  
PO BOX 303 Woden ACT 2606  
Fax: (02) 6281 4261