



For ICT use only							
Service Desk Call Reference Number							

Private Medical Secretary Claimsure Access Request Form

This form is used by HSE Hospital Consultants to request access to the Claimsure medical insurance claims management system for their private medical secretary's. Private Medical Secretary's are defined as any person(s) employed directly by the HSE hospital consultant and not the Health Service Executive. The form must be completed (Block Capitals) and signed by the HSE hospital consultant and their private medical secretary. Completed forms should be forwarded to the local ICT department.

Private Medical Secretary Details	
Name:	
Work Location:	
Contact Telephone number:	
Contact Email Address:	
Declaration	
I understand and agree that my access to and use of the Claimsure system must at all time be in accordance with the Health Service Executive information security policies (http://www.hse.ie/eng/services/publications/pp/ict/). I understand if I fail to comply with these policies the Health Service Executive (HSE) may withdraw my access to the Claimsure system.	
Signature:	Date:

HSE Hospital Consultant Details	
Name:	
HSE Work Location:	
Contact Telephone number:	
Contact Email Address:	
Declaration	
I understand that under the terms of the Data Protection Acts the Health Service Executive and hospital consultants are 'Joint Data Controllers' for private patient's information held on the Claimsure system. I understand that it is my responsibility to ensure that my personal medical secretary and any other person(s) employed directly by me, use and manage patient information at all times in accordance with the Data Protection Acts	
Signature:	Date:

Incomplete forms will be returned to sender