

SYDNEY
MEDICAL SERVICE
CO-OPERATIVE
LIMITED



MEMBER OFFER FOR ENCRYPTION OF PATIENT RECORDS

Sydney Medical Service Co-operative subscribers can now receive electronic patient reports encrypted for use with your existing practice management software.

ARGUS CONNECT provides full PKI encryption to all patient records and is offered free to all members.

If you are interested in supplementing your after hours patient record security then we invite you to read this offer and take advantage of a free software installation at your surgery.

Thank you for your continued support.

WWW.SYDMED.COM.AU



Secure Electronic Clinical Reports to your Practice

Sydney Medical Service Co-operative Ltd is keen to communicate electronically with our valued clients and, in particular, to send our reports security-encrypted so that they can be easily imported into your GP clinical record system.

After due consideration of the options, we have installed the *Argus* secure messaging software which applies PKI encryption to emailed reports.

We would like to encourage your practice to receive our clinical reports using *Argus* secure messaging so that we can all benefit from:

- saving the cost of staff and material resources spent on stationary, printing, postage, faxing, document handling, scanning, shredding, filing, storage and retrieval, phone follow-up;
- much less chance of clinical reports going astray in the post/surgery;
- more timely receipt of clinical reports and swifter GP access to patient information with more timely response to advice on changes in patient clinical management
- message delivery assurance and audit trail, through automated electronic acknowledgement.

The *Argus* software is free to GP, Specialist and Allied Health practices. There are no charges for documents sent or received via Argus beyond normal email costs. Normally if ArgusConnect staff remotely installs the software there is a minor cost-recovery fee. However, as a valued client of Sydney Medical Service Co-operative Ltd, we have negotiated an arrangement with ArgusConnect Pty Ltd for your practice to get Argus installed at no cost so that you can receive reports from Sydney Medical Service Co-operative Ltd.

If you wish to take up this offer you need to do the following two simple steps:

1. *Arrange an Email address*

You will need to arrange with your Internet Service Provider (ISP) to set up a dedicated email address just for use with Argus. It must be different from your usual Practice or personal email address. It cannot be a free email account such as Hotmail, Yahoo or Gmail. You could name it something like: <your_practice_name_argusreports>@<isp_domain_name> or if you have your own domain name: <argusreports>@<your_domain_name> (examples only).



2. *Complete a 'Request to Install' Argus*

The next step is to complete the attached “*Quick Argus Sign up Form*” form and return it to Sydney Medical Services Co-operative Ltd so that we can register your practice for a free installation of Argus. ArgusConnect will then liaise with you to arrange a convenient time to remotely install the Argus software.

If you would like to further information about Argus please visit the ArgusConnect website to view the:

- GP brochure at the following link -
<http://www.argusconnect.com.au/files/docs/factsheets/Argus%20for%20GPs.pdf>
- Frequently Asked Questions section at the following link -
<http://www.argusconnect.com.au/content/frequently-asked-questions-about-argus>
- Argus technical support options are given at the following link -
<http://www.argusconnect.com.au/content/support-options>

If you have any specific questions:

- about Argus - please contact Gary Tucek (Market Development, ArgusConnect) by email: gary.t@argusconnect.com.au or phone: (03) 5335 2213; or
- about Sydney Medical Service Cooperative Ltd or the electronic reports we propose sending to your practice – please email: admin@sydmed.com.au

THANK YOU FOR YOUR INTEREST IN THIS MEMBER OFFER

SYDNEY MEDICAL SERVICE CO-OPERATIVE LTD
YOUR AFTER HOURS DOCTOR

Sydney Medical Service Co-operative Ltd – Quick Argus Sign up Form

Yes, our practice would like to take up the offer of free remote installation of Argus by ArgusConnect staff so that we can receive clinical reports from Sydney Medical Service Co-operative Ltd. I understand that it is the responsibility of our practice to make arrangements with ArgusConnect for any technical support we may require.

This section is to be completed by an authorised person from the practice. (Please print clearly.)

Site/Practice Name:				
Site/Practice Type:		" GP		
Address:				
Practice Contact Name:				
Practice Contact Position:		" Practitioner " Practice Manager " Secretary " IT Support		
Contact Phone No:		()		
Contact Email:		_____@_____		
Operating System:		" Windows (_____) " Apple Mac OSX " Linux		
Clinical Software Used:		_____		
		OR " We write reports with Microsoft Word		
Technical Contact Name:				
Technical Contact Position:		" Practitioner " Practice Manager " Secretary " IT Support		
Technical Contact Phone No:		()		
Technical Contact Email:		_____@_____		
Does the Site/Practice have a PKI Location Certificate & Password?		" Yes " No		
List of the users at your practice who will be using Argus.		Title	First Name	Last Name
(They will be listed them in the Argus Users Directory so Sydney Medical Service Co-operative Ltd and other Argus Users are able to add them to their Argus and clinical software address books so they can send clinical reports via Argus to them. Access to the Argus Users Directory is restricted to licensed Argus user sites.)				Provider Number
Dedicated Argus Email:		_____@_____		
(Just for sending and receiving encrypted emails via Argus. You will have to arrange this with your Internet Service Provider/Domain hosting before returning the form to the Division. You <u>cannot</u> use free email addresses like Hotmail, Yahoo or Gmail.)		Some examples:		
		1. ISP hosted email account:		
		<your_practice_name_argusreports@isp_domain_name>; or		
		2. Own domain name: <argusreports@your_domain_name>		
Error Notification Email:		" Same as contact email OR		
(Who to alert at the practice if there are message delivery errors or failures.)		_____@_____		
(Required) Signature:				
(I would like to have Argus installed at my practice and authorise the Sydney Medical Service Co-operative Ltd to use this form to complete an online 'Request to Install' Argus on behalf of my practice.)				