# Letter of Deed

Between

Healthicare Limited

And

(Known in this Agreement as “the General Practice”)

## Purpose

* The purpose of this Letter of Deed is to outline the terms and conditions under which the General Practice will collaborate with Healthicare to utilize the PenCS Suite, including PenCAT, Topbar, and Scheduler programs, for quality improvement activities. This agreement also sets the parameters for data sharing, privacy compliance, and the responsibilities of both parties.

## The General Practice agrees to:

* **Provide Access:** Allow Healthicare access to the General Practice premises and technology systems, including the server, for activities related to the use of the PenCS Suite. This includes both local and remote data extraction and providing support as needed.
* **Data Submission:** Submit de-identified data via the PenCS Suite to Healthicare or a Healthicare-approved research institution as reasonably advised by Healthicare.
* **Primary Contact Notification:** Notify Healthicare of the primary contact responsible for data extraction and transmission to Healthicare or the approved research institution. Any change in this primary contact must be promptly communicated to Healthicare.
* **Engage in Support Meetings:** Meet with the Healthicare Coordinator to receive ongoing support currently provided by Healthicare.
* **Commit to Data Quality:** Demonstrate a commitment to data quality and work collaboratively with Healthicare to achieve outcomes based on the General Practice’s needs.
* **Use of PenCS Suite:** Utilise the PenCS Suite as reasonably advised by Healthicare.
* **Privacy Compliance:** Warrant that it has complied and will continue to comply with all relevant privacy laws concerning the data.
* **Data Extraction for Additional Services:** If contracted to provide additional services for Healthicare's Programs, allow Healthicare to extract data for activity reports as required.

## Healthicare will:

* Be the data custodians of the extracted data and will ensure through rigid data governance policy and framework that the storage of the data is in accordance with the appropriate levels of security and in accordance with all relevant legislation;
* Notify the General Practice upon request, of the details of the Healthicare Data Custodian who is the primary contact for the General Practice in connection with this Letter of Deed (SLD) and promptly notify the General Practice of a change of Healthicare Data Custodian;
* Use the General Practice data in a manner that will not allow for the identification of any patient of the General Practice but will link data sets to the General Practice.
* Use data captured by the PenCS Suite:
	+ for population health analysis;
	+ to target support activities and the development of resources by Healthicare for use by the General Practice and others;
	+ for data driven quality improvement activities with the General Practice by using unit level and aggregated patient data
	+ for approved research purposes;
	+ to inform policy and planning at regional, state and federal levels;
	+ to evaluate the impact of support and resources provided by Healthicare to the General Practice and others;
	+ to identify resources and support interventions by Healthicare.
* Provide ongoing support and guidance with quality improvement activities for the General Practice within the scope of practice support as currently provided by Healthicare;
* Warrant that it has and will continue to comply with relevant privacy laws in relation to the data.

# Letter of Deed - Acceptance

I understand the information contained within this document and would like to participate in the Quality Improvement Program.

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|  **The General Practice**  |  |
| **Practice Name:** |  |
| **Address:** |  |
| **Phone:** |  |
| **Nominated Primary Contact** |  |

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| **Signed** |
| On behalf of the General Practice |   |  On Behalf of Healthicare |
|  |  | Dr Jaspreet Saini |
| Full Name |  |  Clinic Director |
| Signature |  | Signature |
| Date |  | Date |