

**ORGANISATION SECTION**

**PART A**

Old Organisation Name .....

Old National Code      N.B. This must be a five digit organisation code

**New Organisation Name** .....

**New National Code**      N.B. This must be a five digit organisation code

Existing Primary Contact (if known) .....\*(see notes)

New Primary Contact (if replacing existing).....

*The Primary Contact is **important** as this person will receive the user names and passwords on behalf of all users detailed in 'Part B'*

Address .....

.....

.....

.....

Telephone No .....

Mobile Tel No .....

Email .....

**Please note that if the Primary Contact requires access as well, then the details must also be entered in Section B.**

**After completing Part A, complete the Data User Certificate Part B, listing ALL users requiring access.**

**The completed form can either be posted or faxed to:**

Authentication Team  
NHS Connecting for Health  
Hexagon House  
Pynes Hill  
Rydon Lane  
Exeter  
EX2 5SE  
**Fax No: 01392 206757**

**CLINICAL AUDIT - LUCADA**  
**Data User Certification**



If you have any problems completing this form, please telephone 01392 251289 quoting Authentication

**ORGANISATION SECTION**

**PART B**

Name .....  
Job Title .....  
E-mail address .....  
Department .....

Name .....  
Job Title .....  
E-mail address .....  
Department .....

Name .....  
Job Title .....  
E-mail address .....  
Department .....

Name .....  
Job Title .....  
E-mail address .....  
Department .....

Name .....  
Job Title .....  
E-mail address .....  
Department .....

**Signature of Trusts Caldicott Guardian**

Name (Please Print): .....

Telephone Number: .....

E-mail address: .....

Signature: .....

Date: .....

**NOTE FOR MERGED ORGANISATIONS.**

Please indicate here whether you wish to retain your existing submission account for the duration of the audit. This will ensure accessibility to both reports and the data submitted under your old organisation account.

Caldicott Guardian Signature .....

**NOTES** – Information to enable the completion of the Data User Certification Form

### **Primary Contacts**

On any additional applications submitted it is important that the same Primary Contacts details are entered on Part A. If the details have changed then the new Primary Contact should enclose a covering letter with their application advising that he/she is the new Primary Contact.

\*If you need to check whether an existing primary contact exists for your unit please contact the Exeter Helpdesk on 01392 251289 who will check this information for you.

When your application has been processed the Primary Contact will be contacted by the Authentication Team informing them of User ID's and passwords.

### **Organisation**

Additional Data Users can be added to the form by completing multiple copies of Part B. There is no limit to the number of data users at an organisation. However, the Caldicott Guardian **must** sign each Part B submitted.

**All Caldicott Guardian signatures will be verified.**

Following receipt and activation of an application, additional users must be submitted to the Authentication Team on a new form.

#### **Merged Organisations**

For merged organisations, it is important that on Part A of the Clinical Audit application you annotate both the '*Old Organisation Name and National Code*' and the '*New Organisation Name and National Code*'.

#### **Note**

If you wish to retain access to your old organisation code(s) **for the period of the audit**, please inform your Caldicott Guardian and request that they sign where noted on Part B.

If you are an existing organisation requesting access to a merged organisation and have existing Clinical Audit users who require access to the new organisation, **their existing user codes must be annotated on Part B**. This will enable the Authentication Team to move users from their existing organisation to the new organisation without the users experiencing any inconvenience.

### **Document Status**

This document is controlled and maintained by NHS Connecting for Health. This document version is only valid at the time it is retrieved from the Configuration Management DataBase (CMDB).

On receipt of a new issue, please destroy all previous issues.

This document is available to download from the NHS CFH website at:  
<http://www.connectingforhealth.nhs.uk/systemsandservices/ssd/prodserv/clinaudform.pdf>

### **General**

If you have any queries regarding your application please telephone the NHS Connecting for Health's Help Desk on **01392 251289** quoting '**Authentication**'.

You will be given an individual log number and your query will be dealt with accordingly