



**Notice of Information Technology (IT) Requirements
under the *Electronic Transactions Act 1999*
for
scanning and storage of referrals and requests**

1. Authority

1.1 This Notice is made pursuant to sections 9, 10, 11 and 12 of the *Electronic Transactions Act 1999*.

2. Scope

2.1 This Notice specifies Medicare Australia's information technology requirements (**Medicare Australia's IT requirements**) for electronic scanning and storage of certain referrals and requests¹.

3. Date of Effect

3.1 1 October 2009.

4. Replaces

4.1 This Notice replaces the *Notice of Information Technology (IT) Standards under the Electronic Transactions Act 1999 for Electronic and Paper*:

- *Referrals to Consultant Physicians or specialists*
- *Requests and Confirmations of Requests for Pathology Services to Approved Pathology Practitioners*
- *Requests for Diagnostic Imaging Services*

which is repealed with effect from 30 September 2009.

5. Definitions

5.1 A 'request' means any request for diagnostic imaging or pathology Medicare Benefits Schedule items. Any reference to a 'request' for a pathology service includes a confirmation of that request.

5.2 A 'referral' means any referral for Medicare Benefits Schedule claimable items.

¹ The term 'request' includes 'combined requests and assignments'.

6. Scanning of paper referrals or requests for electronic storage

6.1 Clause 6 applies where a referral or request is required to be given to, or can be requested by, Medicare Australia and an image of a paper referral or request is scanned for electronic storage.

6.2 The scanning and storage system must ensure that:

- (a) the scanned image is unaltered and unalterable from the moment scanning is finished;
- (b) the date and time the image was converted to digital form be recorded; and
- (c) the image be retrievable in a legible form.

7. Storage of electronically transmitted referrals or requests

7.1 Clause 7 applies where a referral or request is required to be given to, or can be requested by, Medicare Australia and the referral or request has been electronically transmitted and stored.

7.2 The storage system must ensure that:

- (a) the stored electronic transmission is unaltered and unalterable;
- (b) the date and time the electronic transmission was received be recorded; and
- (c) the stored electronic transmission be retrievable in a legible form.

8. Security and access

8.1 A system that electronically stores referrals or requests, whether scanned or electronically transmitted, must provide reasonable measures to prevent any loss, improper disclosure or destruction of the stored information.