

## Primary Sense™ Practice Registration Checklist

The checklist will take approximately 5 minutes to complete.

Please complete questions below to register your General Practice for the Primary Sense installation.

Primary Sense is a new population health management tool designed to simplify the completion of quality improvement activities and identify patients that are most at risk of poor health or disease.

For further information please visit: <https://www.primarysense.com.au>.

**Section 1:** Includes the registration questions.

**Section 2:** Primary Sense workflow for General Practice

Once you complete this form, an email will be sent to you with information regarding the installation process. We are encouraging all practices to complete this registration form as soon as possible. When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

If you have any questions please contact practice support via (07) 3490 3495 or [practicesupport@brisbanenorthphn.org.au](mailto:practicesupport@brisbanenorthphn.org.au)

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### Section 1 registration questions

Practice trading name	
Practice entity name	
Practice ABN	

Practice contact full name	
Practice phone number	
Practice physical address	
Practice email address	

What clinical software does the practice use (eg. Best Practice)	
IT company contact name	
IT company contact phone number	
IT company contact email address	

Is the practice currently registered for PIP QI? YES [ ] NO [ ]

I give permission for the Brisbane North PHN Primary Sense team to contact/email our practice's IT provider directly only to provide instructions on how to install Primary Sense at my practice.

YES [ ] NO [ ]



**Section 2 authorised signatory details**

Full name of the person with the authority to sign the practice Data Sharing Agreement:

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Authorised signatory email address (if different from the practice):

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Authorised signatory phone number (if different from the practice): \_\_\_\_\_

What is the job role of the nominated authorised signatory?

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Name of individual who completed this form.

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### Section 3 Primary Sense workflows

1. Once the Primary Sense™ Practice Registration Checklist is completed, you will receive a confirmation email.

2. A new contract, the Data Sharing Agreement, which is built from the endorsed RACGP agreement, will be sent to the practice. Once the data sharing agreement is returned, you will be allocated into a month that works for your practice.. Due to it is on a first in first serve basis, there are capped spots per month and if that month is full you will be allocated to the next month. Therefore, encouraging all practices return the data sharing agreement as soon as possible. We can not initiate step three without it the return of the data sharing agreement.

2. Once we have the data sharing agreement, we will work your IT provider to initiate the set up of the installation. A confidential token ID will be created automatically and sent to your IT provider to begin the installation process. We are recommending this step to be done within 5 business days of the confidential token ID being generated.

4. After Primary Sense has been successfully installed you will receive a confirmation email outlining:

- o That Primary Sense is ready for use
- o A feedback form on the onboarding and installation process
- o Training resources

5. The BNPHN quality improvement and development engagement officers will contact your practice and provide support with meaningful use of Primary Sense and quality improvement activities.

## Primary Sense Workflow for General Practice

