

# **Australian** **Q FEVER** **Register**

## **Guide for** **Authorised Users**

**Update: 1 April 2018**

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# 1 Introduction

The Australian Q Fever Register was established by Meat and Livestock Australia (MLA) to assist users to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. The primary focus of the Register is for individuals directly employed or associated with the meat processing industry or affiliated livestock industries.

In 2013, MLA transferred ownership and management of the register to the Australian Meat Processor Corporation (AMPC).

The Register is owned and funded by the AMPC and is currently managed by AUS-MEAT Limited on behalf of the industry.

The Australian Q Fever Register is the first non-statutory health register to be established in Australia. Because of the personal nature of the information held, the Register adheres to the strictest privacy guidelines to ensure the security and privacy of personal information. The database and website are highly secure, with all data being encrypted during transmission. User registration procedures, password access, internal quality assurance procedures and data auditing facilities all combine to ensure the best possible data quality and protection of personal information. The Australian Q Fever Register Privacy Policy [www.qfever.org/privacypolicy](http://www.qfever.org/privacypolicy) describes rules and procedures governing the collection and use of personal information.

Authorised Users (primarily meat processors and medical practitioners) can check an individual's immune status, as well as submit screening test and vaccination details of individuals to the Register. The Register data is stored on a 'live' database to allow users to access completely up-to-date information.

Whilst medical practitioners do not need to be an Authorised User of the Q Fever Register to perform Q Fever testing and vaccination for a patient, registration is encouraged. The benefits for becoming an Authorised User include:

- Secure 'live' search for an individual's Q Fever immune status; and
- Direct entry of relevant details (from consenting patients) into the Register, expediting the process for an individual to be issued an Australian Q Fever Register eStatement and assist with their employment.

**Note:** Completed Patient Forms must still be provided to the Register for verification purposes prior to an eStatement being available for each individual.

## Website Upgrade 2018

The Register website has undergone an upgrade. Key changes include:

- Ability for individuals to register and directly access their information.
- Simplification of the registration process for Authorised Users, with a reduction in information required to be recorded from the Q Fever Pre-Screening and Vaccination form.
- Introduction of an eStatement, which replaces the Q Fever Card previously issued by the Register.

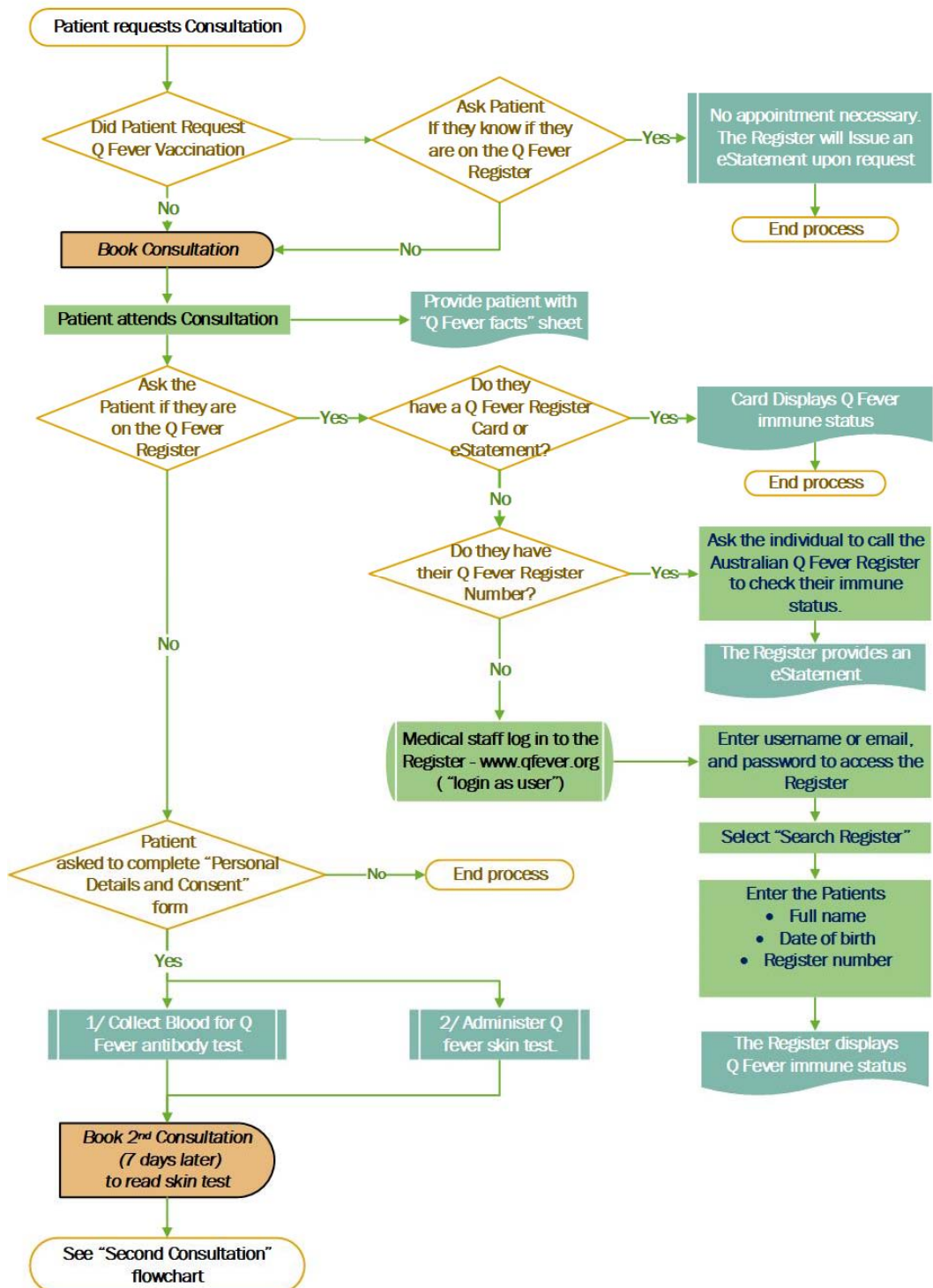
## 2 Quick Start

### 2.1 Checking an Individual’s Immune Status

To check an Individuals Q Fever immune status before they begin work in a high risk area, or before they participate in any screening or vaccination program, follow the steps below.

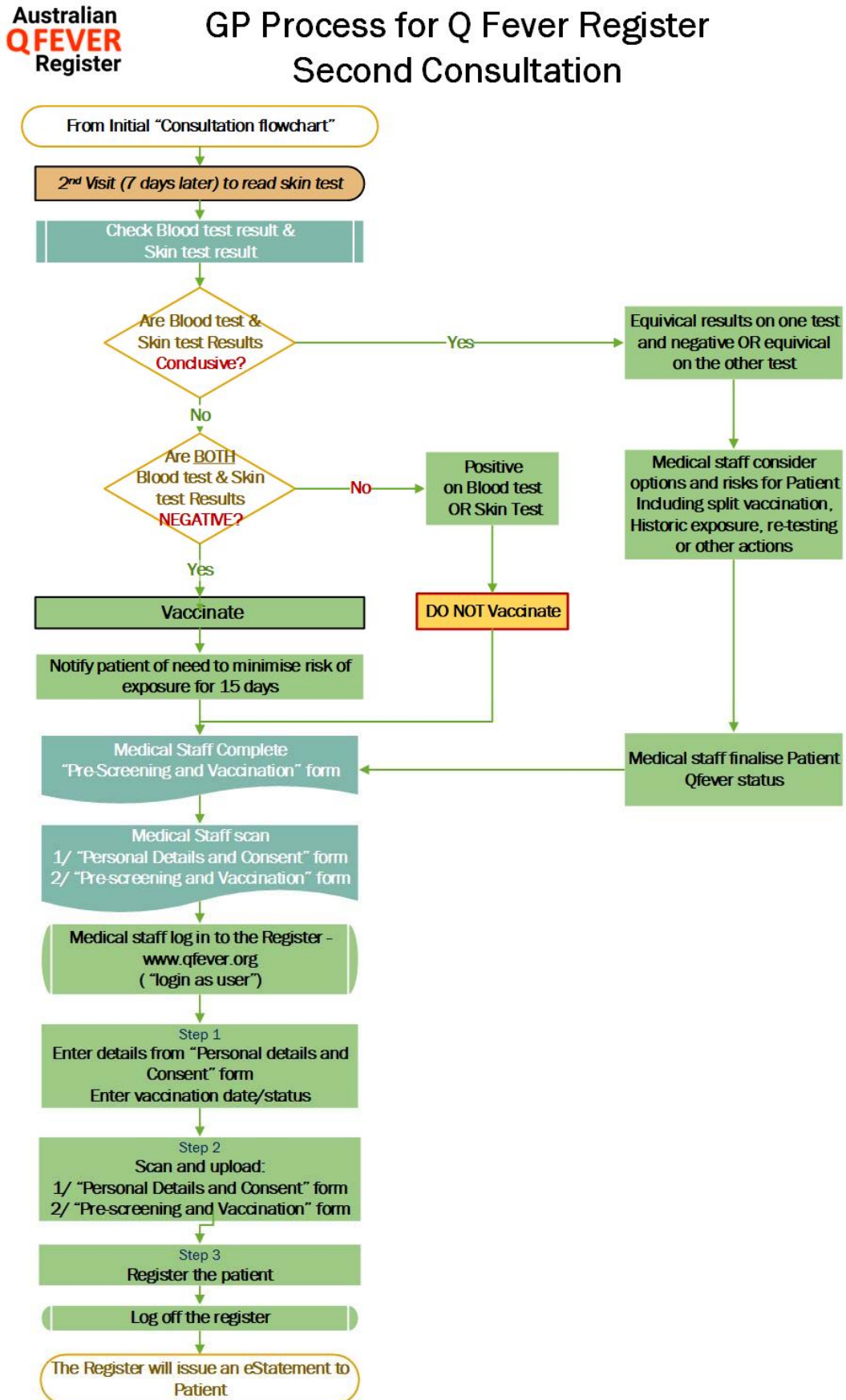


### GP Process for Q Fever Register Initial Consultation



## 2.2 Running a Screening and Vaccination Program

The basic steps involved in a Q Fever screening and vaccination program are shown below.



## 3 Documents and Downloads

It is important that a record of every individual tested and (if indicated) vaccinated be submitted to the Register, unless the individual refuses registration. This will help prevent the risk of vaccination of previously vaccinated individuals, and save the time and expense of retesting of people that have already been tested or vaccinated.

There are two (2) forms that are relevant for individuals wishing to be added to the Register, the *Personal Details and Consent for Registration* and *Q Fever Pre-Screening & Vaccination Form*. These forms are available for download from the Australian Q Fever Register website: [www.qfever.org](http://www.qfever.org).

### 3.1 Personal Details and Consent for Registration form

Each individual seeking to have their details recorded on the Register is required to complete this form. This form provides the necessary consent for an individual's information to be recorded on the Register. There are two key points regarding this form:

The Register cannot enter an individual's details into the Register (or issue an Australian Q Fever eStatement) if this form is not correctly completed and signed.

This form is for Register purposes only, organisations are encouraged to seek legal advice on their obligations under Australian privacy laws in respect of information collected on this form.

### 3.2 Q Fever Pre-screening & Vaccination Form

This form serves as a template for recording the necessary medical record of an individual in relation to pre-screening, vaccination and Q Fever Immune Status. This Form must be completed and signed by an authorised health professional. Additional information (such as pathology reports) or other documentation may be attached to this form, although these are not required.

The Register recommends medical practices/health professionals use the Pre-screening and Vaccination Form, however some may elect to use their own *Q Fever Pre-Screening and Vaccination Form* to record the required medical evidence of test results, vaccination and immune status.

These forms are acceptable to accompany a *Personal Details and Consent for Registration* form on the basis that they contain the same information as the *Q Fever Pre-Screening and Vaccination Form*. The Register must receive a legible copy of this form for each individual seeking to be recorded on the Register.

## 4 Accessing the Register

### 4.1 Registering an Organisation

Access to the Register is password restricted to ensure privacy and accuracy of the data. Gaining access is reasonably quick and simple.

Access can be granted to organisations working with individuals directly employed or associated with the meat processing industry or affiliated livestock industries.

In order for an organisation to access the Register, it must complete and submit an *Application for an Organisation to Access the Register*. This application must be completed in full and signed by an individual who has been authorised by the organisation to sign on their behalf. The *Terms and Conditions of Access* to the Q Fever Register are attached to the application, and these must be read before signing.

## 4.2 Becoming an Authorised User

Organisations must also nominate one or more individuals as **Users** who will access the register. A User will generally be an individual who is responsible for Occupational Health and Safety on site or staff from a medical practice. An organisation can nominate more than one User, however excepting large sites, there should not be more than two or three Users.

All Users of the Register must complete an *Application for a User to Access the Register*.

## 4.3 Online Registration

**STEP 1** Download, print and complete the following forms:

- *Application for an Organisation to Access the Register* – Each Authorised User must be associated with an approved Organisation recorded on the Register. An authorised representative of each Organisation must complete the Application.
- *Application for a User to Access the Register* – Each individual within an approved Organisation is required to complete a separate application.

**STEP 2** Scan completed forms

**STEP 3** Register Online

- a) Select *Register* from the menu on the Australian Q Fever Register home page.



- b) Select from sector type (*Industry or Medical*).

**Q Fever Registration**

Which of the following best describes your situation?

---

**Individual**

A person who wants to add Q Fever status to the Register

---

**Industry**

Industry employees that need to search the Register

---

**Medical**

Medical industry employees that need to search the Register



- c) Complete all of the fields.

- d) If you have already scanned the *Application for a User to Access the Register*, you can upload the scanned files now, by clicking in the *Registration Form* window and navigating to the saved file location, or drag and drop the scanned file into the *Registration Form* window.

- e) Click **Register** to record your details.

**STEP 4** Await Confirmation – Register staff will review each Application. Once approved an Authorised User account will be confirmed and each applicant will be issued with a unique login and password.

**Note:** Completed forms can also be submitted to the Register by email, fax or post for manual processing.

## 4.4 User Log in

Ensure you have an internet connection and visit the site: [www.qfever.org](http://www.qfever.org)

Select *Log in* from the menu on the top right hand corner.



Enter your Username or email and Password to access the site.

The image shows a login form with a title 'Login'. Below the title, there is a prompt 'Please fill out the following fields to login:'. There are two input fields: 'Username or Email' and 'Password'. Below the password field, there is a checkbox labeled 'Remember me'. At the bottom of the form, there is a section titled 'Passwords have changed' with a paragraph explaining that existing users need to change their passwords. At the very bottom, there is a 'Log in' button.

Once you have successfully logged in, the User *Dashboard* will display.

The User Dashboard includes all functions available to Authorised Users.

Refer to information on each available function and its purpose in Section 5.

## 4.5 Forgotten Passwords

Forgotten passwords can be reset by selecting the **Forgot your password?** option on the Login page.

The screenshot shows the 'Login' page. At the top, it says 'Login'. Below that, it asks the user to fill out fields for 'Username or Email' and 'Password'. There is a 'Remember me' checkbox. A message states: 'Passwords have changed. Associated with a recent update to the Q Fever website, all existing Registered Users (Authorised Users) need to enter a new password when they logon to the new Register web interface for the first time.' Below this is a 'Log in' button. At the bottom, there are two links: 'Forgot your password?' (highlighted with a red box) and 'Register as a new user'.

Passwords can be reset by entering your details and answering your security question, or by using your username and email.

This form is titled 'Forgot your password?'. It contains input fields for 'First Name', 'Middle Name', 'Last Name', and 'Date of Birth'. At the bottom, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Show Secret Question' button.

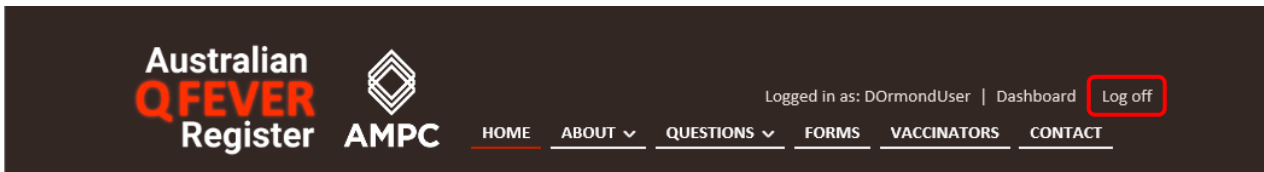
Alternatively, use your **username and email** to reset your password.

This form is titled 'Forgot your password?'. It contains an input field for 'Username' and another for 'Email'. Below the email field is a reCAPTCHA widget with the text 'I'm not a robot'. At the bottom, there is an 'Email Link' button.

Alternatively, use your **name and date of birth** to reset your password.

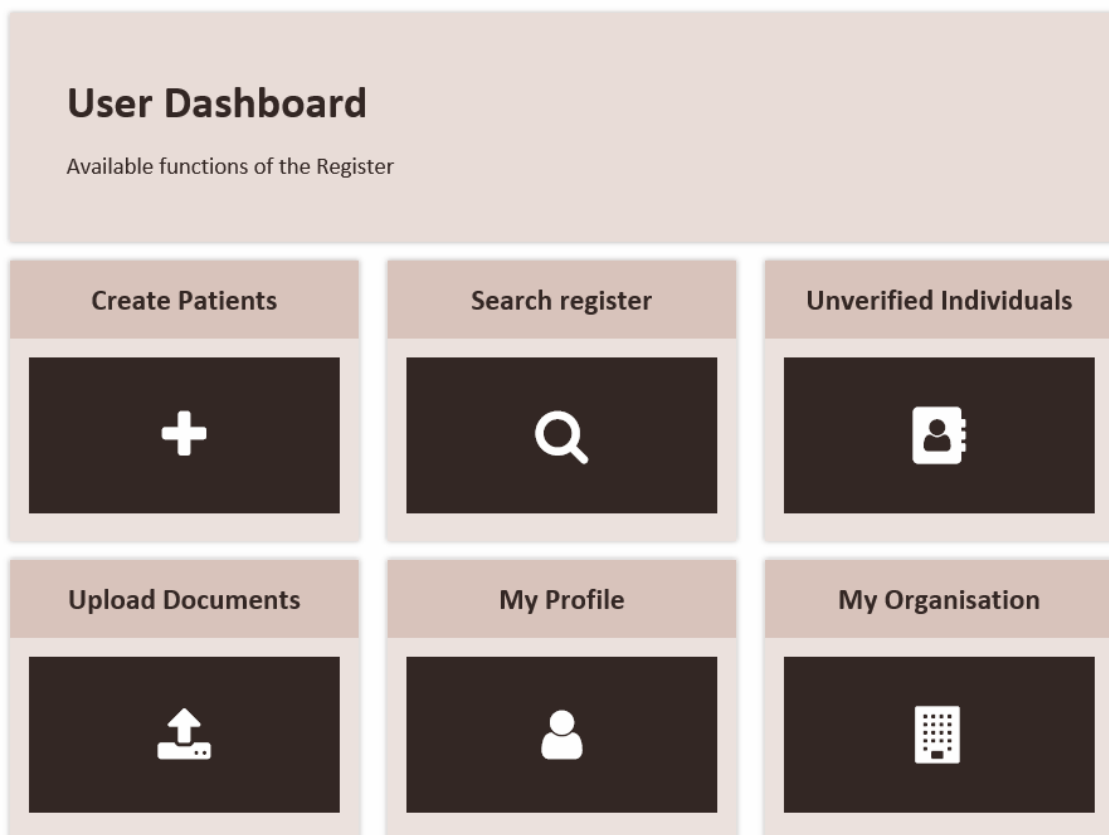
## 4.6 Logout

It is essential that you log out of the Register when you are finished entering or viewing information. To log out, simply select **Log off** from the menu at the top of the screen.



## 5 User Dashboard

The Register **User Dashboard** is where all functions are initiated. Following is a breakdown of each of the User functions.



### 5.1 Create Patients

Select **Create Patients** to enter a new patient’s details into the Register.

#### Step 1 – Register patient details

Using the details provided on the *Personal Details and Consent for Registration* form, enter the patient’s details. The following are mandatory fields:

- First name
- Last name
- Gender
- Date of birth

- State
- Postcode
- Secret Question
- Secret Answer

**Note:** Email and username are not mandatory fields, however if an email is entered, this will be used as the username.

If the Pre-Screening & Vaccination details are available, you are also able to enter the following:

- Reason for Immunisation
- Immunisation Status
- Vaccination date

**Note:** Associated with the recent upgrade there is no longer a need to record the screening and vaccination details or dates. This information is available to the Register if required by viewing the *Q Fever Pre-Screening and Vaccination Form*.

## Step 2 - Upload Patient Forms

If you have already scanned the *Personal Details and Consent for Registration* form, you can upload the scanned files now, by clicking in the I window and navigating to the saved file location, or drag and drop the scanned file into the *Consent Form* window.

If the *Q Fever Pre-Screening & Vaccination* form has also been scanned, you can upload the scan file in a similar manner by clicking in the *Vaccination Form* window.

### Step 2 - Upload Patient Forms Now (Optional)

Upon registering, your account will be marked as "Pending" until it is approved by Q Fever Register Staff.

To have your account approved you need to submit the following completed forms:

- **Consent Form**
- **Vaccination Form**

To learn more about these forms go [here](#).

Uploading patient forms now will fast track the process of finalising the status on The Register.

**Consent Form**

Drop the **Consent Form** file here to upload  
or click to open file dialog.

**Vaccination Form**

Drop the **Vaccination Form** file here to upload  
or click to open file dialog.

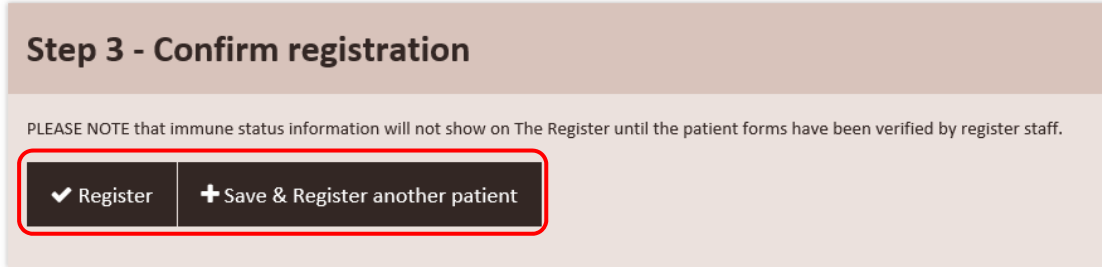
NOTE: You only need to submit the first page of the form as a PDF or image, complete and signed.

**Note:** You are able to upload the patient forms at a later time through the *Upload Documents* function on the User Dashboard. Patient forms can also be submitted by email, fax or post.

### Step 3 - Confirm registration

Select **Register** to confirm the details entered for this patient. The record will be saved and a confirmation banner will appear at the top of the screen.

If you have another patient to register on the database, you can select **Save & Register another patient**. This will save the current details and clear the patient details fields, ready for a new registration.



## 5.2 Search Register

### 5.2.1 Australian Q Fever Register Number

The Australian Q Fever Register Number is issued when an individual’s details are verified by Register Staff. This number is not available pre-verification. You do not need to record the Q Fever Register number on *Personal Details and Consent for Registration* or *Q Fever Pre-Screening & Vaccination* forms.

### 5.2.2 Checking an Individual’s Q Fever Immune Status

From the User Dashboard, select **Search Register**.

Enter the Individual’s full name, date of birth and Q Fever ID and then click Search.

**Search the Register**

Give Name

Middle Name

Last Name

Date of Birth

Q Fever ID

Results will be shown below the search fields, including the patient name, immune status, and if available, the date vaccinated.

### Search Results

**TEST PATIENT**

Status: Vaccinated

Date vaccinated: 6/06/2001

**Note:** If there is no record of the individual on the Register, the message no ‘No results have been returned’ will appear.

### 5.3 Unverified Individuals

Select **Unverified Individuals** to view all new patient profiles that have been created by you. Patient profiles will only appear under *Unverified Individuals* until they have been verified by Register staff.

Yet unverified individuals registered by you						
Name	DOB	State	Post Code	Date Submitted	Immunisation Status	Date Vaccinated
Gary Test Patient	16/12/1983	QLD	4406	23/03/2018	Vaccinated	
Sarah Test Patient	8/09/1984	QLD	4702	25/03/2018	No Status	

From the list of available individuals, select a patient profile to view the details that have been recorded. Patient details can be updated or corrected, and vaccination details and immune status can be altered at this stage. Any necessary forms can be uploaded at this stage, if they have not been uploaded previously.

**Note:** Changes to the individual’s record can only be made whilst the record appears in this list. Once an individual’s record has been verified by Register staff, no further changes can be made by the User. If a change is required after verification you will need to contact the Register.

### 5.4 Upload Documents

To upload any files or documents, select *Upload Documents*.

### Upload Documents

Drop multiple **Registration Form(s)** here to upload  
or click to open file dialog.

Scanned files can be uploaded by clicking in the *Upload Documents* window and navigating to the saved file location on your device, or drag and drop the scanned files into the *Upload Documents* window.

You are able to upload files individually, or select multiple files to upload simultaneously.

## 5.5 My Profile

To update your details, select **My Profile** from the User Dashboard.

Once an Authorised User account has been approved, many of the fields cannot be edited as they must match the details on the documentation submitted.

Details that can be edited are Secret Question, Secret Answer, and Email.

This account has been approved and thus many of the fields below are disabled as they must match the details on the submitted documentation.

If you require changes to locked fields you will need to contact Register staff: [register@qfever.org](mailto:register@qfever.org)

### Profile

Organisation Name	Position in the organisation
<input type="text"/>	<input type="text"/>
First Name	Middle Name
<input type="text"/>	<input type="text"/>
Last Name	Gender
<input type="text"/>	<input type="text" value="▼"/>
Email	Date of Birth
<input type="text"/>	<input type="text"/>
State	Post Code
<input type="text" value="▼"/>	<input type="text"/>
Secret Question	Secret Answer
<input type="text" value="▼"/>	<input type="text"/>

Save

### 5.5.1 Documents

The completed *Application for a User to Access the Register* submitted by the user can be viewed in the Documents section.

### Documents

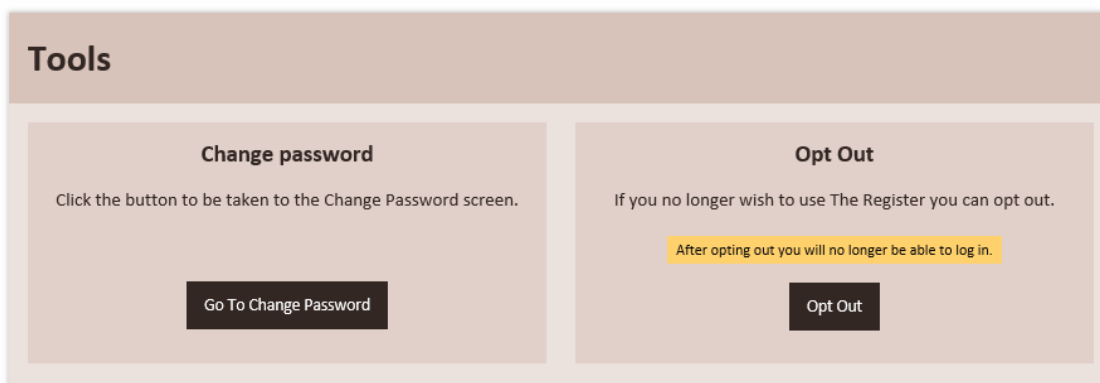
**Uploaded documents**

- [Test.pdf](#) (User Registration Form) - Uploaded: 29/03/2018 6:52 AM



## 5.5.2 Tools

Additional Tools available to Users are *Change password* and *Opt Out*.



### 5.5.2.1 Change password

User's password can be changed at any time by selecting *Go to Change Password* and following the prompts.

It is recommended that you use a combination of letters, numbers and symbols to create a **strong** password. If you need pointers on choosing a strong password you can read the following information from Google:

<https://support.google.com/accounts/answer/32040?hl=en>

### 5.5.2.2 Opt Out

If a user no longer requires access to the Register, they should **Opt Out** to ensure their login details are no longer active. Users that have Opted Out will not be able to log in to the Register.

## 5.6 My Organisation

Details recorded in the Register about your Organisation are available for viewing only.

If you have any questions or want to amend any of the information displayed, please contact Register staff at [register@qfever.org](mailto:register@qfever.org) or 1300 733 837.

This account has been approved and thus all of the fields below are disabled as they must match the details on the submitted documentation.

If you require changes to locked fields you will need to contact Register staff: [register@qfever.org](mailto:register@qfever.org)

### Organisaton Profile

Organisation Name <input type="text" value="Australian Meat Processor Corporation"/>	Organisation Type <input type="text" value="Meat Processor"/>
Address <input type="text" value="Suite 1 Level 5, 110 Walker Street"/>	Suburb <input type="text" value="North Sydney"/>
State <input type="text" value="NSW"/>	Postcode <input type="text" value="2060"/>

## 6 Getting help

The Australian Q Fever Register website [www.qfever.org](http://www.qfever.org) has a range of resources to help users, including frequently asked questions, links to websites which provide information about Q Fever, and general information for GPs and Medical Practices.

Seqirus Australia offer information and assistance regarding the Q Fever vaccination to medical practitioners, contact details for Seqirus Australia are on their website <http://www.seqirus.com.au/contact>.

The Register Help Line can provide database assistance to Users, contact Register staff at [register@qfever.org](mailto:register@qfever.org) or 1300 733 837. Register business hours are 8am to 3pm (Queensland time).

## 7 Special procedures

### 7.1 Changes to data

For security reasons, Users are not permitted to make changes to data on the Register. If you discover a mistake in the data on the Register, please contact Register staff to explain the problem.

### 7.2 Deleting records

Users are not able to delete records from the Register, if an individual wants their records removed from the Register they should contact Register staff.

### 7.3 Removing access

If an Authorised User ceases working for an organisation, or no longer has the responsibility of updating the Register, the User should 'Opt Out' from their profile. This will remove the User access to the Register. Alternatively, they can contact Register staff to advise they no longer require access.

If an Organisation no longer requires access to the Register, they should advise Register staff by email.

## 8 Contact details



Help Line 1300 QFEVER (1300 733 837)

Fax (07) 3547 8444

Email [register@qfever.org](mailto:register@qfever.org)

Website [www.qfever.org](http://www.qfever.org)

Mail Australian Q Fever Register  
PO Box 3403  
TINGALPA DC QLD 4173