



Use this form to:

- Change details of an existing ambulatory location
- Add a new ambulatory location

Brief summary of request:			
Service Group:		Specialty:	
Location Code: Only complete if request to change details of an existing location	TTH_		
Address Line 1 E.g. The Townsville Hospital		<i>Change to existing?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address Line 2 E.g. Diabetes and Endocrine Clinics		<i>Change to existing?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address Line 3 E.g. Ground Floor, Medilink Building, The Townsville Hospital		<i>Change to existing?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address Line 4 (Street Address)		<i>Change to existing?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone/Fax Details:	Phone	Fax	
OPD Clinic			<i>Change to existing?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Booking Officer			<i>Change to existing?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Booking Confirmation			<i>Change to existing?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Referral Management			<i>Change to existing?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Referral Audit			<i>Change to existing?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No



Requesting Officer (required signature)			
Email	@health.qld.gov.au	Phone	
Signature		Date	
Administration Team Leader/Manager (required signature)			
Email	@health.qld.gov.au	Phone	
Signature		Date	
Business Manager (required signature)			
Email	@health.qld.gov.au	Phone	
Signature		Date	
<p><i>This form must progress through the following departments in the specified order:</i></p> <ol style="list-style-type: none"> 1. Requestor: Complete all required fields, obtain signed approval and log a job via IT Support. (with form attached) 2. Data Quality Unit: Action request, complete IT Support job and email notification to requesting officer & approver when completed <p>NB: Incomplete forms (including forms submitted without required signatures) will be returned to the requestor for follow up action</p>			