



Use this form to:

- Temporarily close the template (full day of slots) for a resource
- Permanently close the template (full day of slots) for a resource

Before completing this form, please note:

- All slots for specific resources and date(s) will be removed with comment added
- Temporary closure may be requested when the resource is away on planned leave.
- If there are patients scheduled into slots the appointments will remain in the appointment grid and it will be the clinic areas responsibility to reschedule these appointments. Data Quality Unit will provide a displacement report.

<b>Brief summary of request (including reason for closure):</b>			
<b>Service Group:</b>		<b>Specialty:</b>	
<b>Resource:</b>		<b>Location Code:</b>	TTH_
<b>Appointment Type(s):</b>		<b>Appointment Book:</b>	
<b>Template Name (Mnemonic)</b>			

<b>TEMPORARY CLOSURE</b> (close template for a duration of time, resource remains active in the system)		
<b>From Day &amp; Date</b>	<b>To Day &amp; Date</b>	<b>Resource Message (mandatory)</b>
<b>PERMANENT CLOSURE</b> (close and deactivate template permanently, remove resource from system)		
<b>Template Closure Date</b> (the last date the clinic will run)		
<b>Remove Resource from Book?</b> (provide book path)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Deactivate Resource?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No



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