

## Audit of Special Authority applications

Welcome to the Electronic Special Authority application system.

As a user of the Electronic Special Authority application system, your applications may be audited against the application criteria set out in the Pharmaceutical Schedule.

All audits will be carried out by Audit & Compliance, Ministry of Health, and will be completed in accordance with the agreed protocols between the Ministry of Health and the New Zealand Medical Association (NZMA) or between the District Health Boards (DHBs) and Primary Health Organisations (PHOs).

The review of patients' clinical notes will be carried out by a doctor contracted to Audit & Compliance.

Please sign below, and return to the Ministry of Health. When we have received the signed form, and all other required access is signed off, we will be able to register you as an approved user of the system.

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I (print name) \_\_\_\_\_ (registration number) \_\_\_\_\_ understand my electronic special authority applications may be audited.

Organisation name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Electronic Special Authority (ESA) - Registration of Interest

The Ministry of Health require the following details for any Doctor wishing to access Electronic Special Authority.

Please complete the below registration of interest and return with your completed Audit Letter to the On-Line Helpdesk, 179 St Hill Street, Private Bag 3015, Whanganui 4500 or fax to 0800 100 131.

Name	
MCNZ #	
Hospital Name	
DHB	
Address	
Phone Number	
Email Address	
Do you operate using MAC?	If yes, ESA is only guaranteed to work on any PC or MAC computer running with Microsoft Windows

For further assistance with Electronic Special Authority (ESA) please contact the On-Line helpdesk at [onlinehelpdesk@moh.govt.nz](mailto:onlinehelpdesk@moh.govt.nz) or call us on 0800 505 125.