



Application for an additional location Medicare provider number for a medical practitioner

Important information

General Information

This application is to be used by existing Medicare providers applying for a Medicare provider number for a new location, to re-open a closed location or to close an existing provider number. Your application and supporting documentation should be sent to Medicare Australia prior to your proposed commencement date.

You should send the form to Medicare Australia between one and three months prior to your start date if you:

- are an overseas trained doctor
- trained in Australia but were not an Australian citizen
- were a permanent resident when you enrolled in medical school and were first registered in Australia on or after 1 January 1997.

You must have current registration in the State or Territory in which you intend to practise.

You should not commence billing until Medicare Australia has advised you of your provider number and Medicare eligibility.

This application will be returned if all relevant documentation and information is not supplied.

Please print clearly and complete all relevant sections.

Additional documents

You may need to send additional documents with your application. Check the application form and Additional documents section.

Assistance

If you need assistance completing this form call **132 150** (call charges may apply) between 8.30 am and 5.00 pm, Monday to Friday or for more information about an additional location Medicare provider number for a medical practitioner go to www.medicareaustralia.gov.au > **For health professionals > Forms, publications and statistics > Medicare forms > Apply for provider number**

Lodgement

Send completed form to:

**Medicare Australia
Provider Eligibility Section
GPO Box 9822**

in your capital city

or fax to:

| | | | |
|-----|---------------------|-----|---------------------|
| NSW | 02 9895 3439 | NT | 08 8922 6322 |
| ACT | 02 9895 3439 | SA | 08 8274 9307 |
| VIC | 03 9605 7984 | WA | 08 9214 8201 |
| QLD | 07 3004 5634 | TAS | 03 6215 5700 |

Access to Medicare benefits

A provider number uniquely identifies the medical practitioner and the location from which a service is rendered.

You cannot transfer a provider number for one address to another address as this has an adverse impact on Medicare claims and prescriptions issued from the previous address.

For Medicare claiming purposes, the Health Insurance Regulations provide that a valid account or receipt must contain the medical practitioner's name and either:

- the address of the place of practice from which the service was provided; or
- the provider number for the place of practice where the service was provided.

Payment of claims could be delayed or disallowed where it is not possible from account details to identify the service as one which qualifies for Medicare benefits, or that the person who provided the service is a registered medical practitioner at the place of practice.

Claims for Medicare benefits should only be made while working in a private capacity and where no other government funding is received for these services.

We will advise you of your provider number for the location.

Do not presume that the allocation of a provider number means Medicare benefits are payable for services you provide. Some Medicare provider numbers will only be valid for referring or requesting services for your patients.

Sections 19AA and 19AB

Eligibility to access Medicare benefits is determined by the *Health Insurance Act 1973* and related Regulations. In particular, the requirements of sections 19AA and 19AB of the *Health Insurance Act 1973* must be satisfied before access to Medicare benefits can be granted. The *Health Insurance Act 1973* can be found at www.comlaw.gov.au More information can be found on the Department of Health and Ageing's website at www.health.gov.au

Other organisations such as the Department of Health and Ageing, Rural Workforce Agencies, General Practice Education and Training Limited, specialist medical colleges, Royal Australian College of General Practitioners and Australian College of Rural and Remote Medicine may be involved in approving your access to Medicare benefits.

Medical practitioners with time and location specific Medicare eligibility should take note of the expiry dates as Medicare Australia **does not send reminder notices**. You can access your record through HPOS (Health Professional Online Services) on Medicare Australia's website.

Personal contact details

Please keep your details up to date to ensure important Medicare Australia information reaches you.

You can update your contact details through HPOS (Health Professional Online Services) on Medicare Australia's website.

Re-open a closed location

You can re-open a closed location by completing the details under required location.

If you are not subject to restrictions to access Medicare you can re-open a closed location by calling **132 150**.

Online Claiming

If the practice claims online, you must complete sections 11, 12 and 14 on the form. For more information you or the practice can call Medicare Australia's eBusiness Service Centre on **1800 700 199**.

Electronic Funds Transfer payments

Your Medicare and DVA payments can be paid into a nominated bank account (either practice or personal account) by completing Section 14.

Online patient claiming

Where services rendered by you attract a Medicare benefit you can use one of Medicare Australia's electronic Medicare claiming options. Electronic Medicare claiming provides a better service for you or your patients with faster lodgement times for Medicare claims, together with faster payment times when Medicare benefits are paid via Electronic Funds Transfer directly into a nominated bank account.

For more information about electronic claiming call **1800 700 199** to talk to one of our Business Development Officers.

Practice Incentives Program

If you are currently participating in the Practice Incentives Program or if the new location for which you are requesting a provider number participates in the Practice Incentives program please call **1800 222 032** to ensure that your provider number is linked to the practice.

Use of information by the Department of Veterans' Affairs

The information provided by Medicare Australia on this form and obtained from other organisations, may be used by the Department of Veterans' Affairs to determine your eligibility to receive benefits for health services rendered under the *Veterans' Entitlement Act 1986*.

Medicare Australia online education services

Medicare Australia encourages all new health professionals and health professionals commencing or returning to private practice to complete Medicare and PBS eLearning when registering for a new provider and/or prescriber number. This service will help you understand your obligations under the Medicare and Pharmaceutical Benefits Schemes.

eLearning is interactive, easy to use and modules can be completed in short sessions (5–25 minutes).

Visit www.medicareaustralia.gov.au/education and start your Medicare and PBS eLearning today.

Additional documents

1 If you are an Australian trained doctor who:

- was a temporary resident (including a New Zealand citizen) on 1 November 1996

or

- had not completed your internship or period of supervised training on 1 November 1996

or

- was first registered with an Australian State or Territory medical board on or after 1 November 1996

and

- Medicare Australia has not advised you in writing that you are:
 - recognised as a Fellow of the Royal Australian College of General Practitioners
 - recognised as a Fellow of the Australian College of Rural and Remote Medicine
 - included on the Vocational Register
 - recognised as a specialist or consultant physician for Medicare purposes

then you need an approved program placement. The approving body must send the approved placement to Medicare Australia direct. Refer to the information under Approved Program Placements for more details.

2 If you are

- an overseas trained doctor (primary medical qualification obtained overseas)

or

- former overseas medical student (primary qualification obtained in Australia and you were a temporary resident when first enrolled in medical school in Australia)

and

- were first registered with an Australian State or Territory medical board on or after 1 January 1997

then you need a section 19AB exemption from the Department of Health and Ageing (which we will apply for on your behalf) when you have provided the following documents:

a) if you are a temporary resident (including New Zealand citizen)

- passport – a copy of the personal details page
- visa – a copy of your current visa showing that you have permission to work as a medical practitioner or to study medicine in clinical training positions
- evidence of your current medical registration for the State or Territory in which the location is situated. The document must show your name, the period of registration and any conditions attached to the registration (eg limited to specific locations, to work under supervision, area of need)
- letter of confirmation from your employer. Supporting letters must confirm the term and location of your employment, reason why you require a Medicare provider number and explain attempts to recruit Australian doctors. Letters from employers of locums should confirm that locum or deputising work is in districts of recognised workforce shortage
- copy of your employment contract – if working in a public hospital.

b) if you are an Australian citizen or permanent resident

- passport – a copy of the personal details page
- visa – a copy of your permanent resident visa or Australian citizenship (this documentation is required by the Department of Health and Ageing for each application for a Section 19AB exemption)
- evidence of your current medical registration for the state or territory in which the location is situated. The document must show your name, the period of registration and any conditions attached to the registration (for example, limited to specific locations)
- letter of confirmation from your employer. Supporting letters must confirm the term and location of your employment, reason why you require a Medicare provider number and explain attempts to recruit Australian trained doctors. Letters from employers of locums should confirm that locum or deputising work is in districts of recognised workforce shortage
- copy of your employment contract – if working in a public hospital

and

Medicare Australia has not advised you in writing that you are:

- recognised as a Fellow of the Royal Australian College of General Practitioners
- recognised as a Fellow of the Australian College of Rural and Remote Medicine
- included on the Vocational Register
- recognised as a specialist or consultant physician for Medicare purposes

then you also need an approved program placement.

The approving body must send the approved placement to Medicare Australia direct. Refer to the information under Approved Program Placements for more details.

c) If you are an overseas trained doctor working in Australia under an academic appointment with one of the following medical schools

- Australian National University
- Flinders University of South Australia
- James Cook University Medical School – Townsville
- Monash University
- University of Adelaide
- University of Melbourne
- University of New South Wales
- University of Newcastle
- University of Queensland
- University of South Australia
- University of Sydney
- University of Tasmania
- University of Western Australia
- Bond University
- Griffith University
- University of Notre Dame Australia (Fremantle campus)
- University of Notre Dame Australia (Sydney campus)
- University of Western Sydney
- University of Wollongong

then you must provide:

- documentation from the university to confirm that the new location/s is part of your academic appointment
- passport – a copy of the personal details page
- visa – a copy of your current visa
- medical registration – copy of your current medical registration for the State or Territory in which the location is situated.

† If the new location is outside your academic appointment then you must supply the documentation in 2(a) or 2(b) for an overseas trained doctor according to your residency status.

d) if you are a temporary resident wanting to access Medicare benefits for assisting at operations only, then you must provide the following documents:

- passport – a copy of the personal details page
- visa† – a copy of your current visa
- letter of confirmation from your employer or copy of your employment contract.

† If you do not have an occupational trainee visa then you must provide the following additional documents:

- endorsement from relevant medical college
- letter of support from the hospital or practice
- training schedule

e) if you are a permanent resident or Australian citizen wanting to access Medicare benefits for assisting at operations only, then you must provide the following documents:

- passport – a copy of the personal details page
- visa – a copy of your permanent resident visa or Australian citizenship certificate
- letter of confirmation from your employer or copy of your employment contract.

3 Change in residency status

If you have changed your residency status since you last applied for a provider number, you must provide a copy of your current residency documents or Australian citizenship certificate.

4 If you do not fall into one of the categories above then you may not need to supply any additional documentation.

A Medicare Australia staff member will contact you if documents are needed.

Approved Program Placements

Approved programs and the organisations that can approve a placement are:

- Rural Locum Relief Program – Rural Workforce Agencies in each State and Territory
- General practice training placements – General Practice Education and Training Limited
- Approved Medical Deputising Service‡ – Department of Health and Ageing
- Temporary Resident Other Medical Practitioner Program‡ – Department of Health and Ageing
- Approved Private Emergency Department Program‡ – Department of Health and Ageing
- Australasian College of Sports Physicians Training Program – Australasian College of Sports Physicians
- Queensland Country Relieving Program – Queensland Department of Health

- Metropolitan Workforce Support Program‡ – Department of Health and Ageing
- Special Approved Placements Program‡ – Department of Health and Ageing
- Pre-Vocational General Practice Placements Program – Royal Australian College of General Practitioner and the Australian College of Rural and Remote Medicine
- Approved Placements for Sports Physicians Program‡ – Department of Health and Ageing
- Specialist College Trainee program – relevant Australian Specialist Colleges
- Remote Vocational Training Scheme – Remote Vocational Training Scheme Limited

‡ For information about these programs please send email to **19AA@health.gov.au**

Applications for recognition as a specialist, consultant physician or general practitioner

There are separate applications available on our website which must be completed if you want to be recognised as a:

- specialist or consultant physician, or
- general practitioner, that is:
 - recognised as a Fellow of the Royal Australian College of General Practitioners, or
 - recognised as a Fellow of the Australian College of Rural and Remote Medicine, or
 - vocationally registered

If you are recognised as a specialist or consultant physician for Medicare purposes but this recognition is time limited then you will also need to complete a new application for recognition.



Application for an additional location Medicare provider number for a medical practitioner

Personal details

1 Quote an existing Medicare provider number

2 Dr Mr Mrs Miss Ms Other

Family name

First given name

Other given name(s)

3 Date of birth

Personal contact details

4 Postal address

Daytime phone number

Mobile phone number

Fax number

Email

Pager number

Do you want these details recorded as your preferred contact details?

No

Yes

Registration details

5 State or territory

Registration number

If this application is for more than one state or territory:

State or territory

Registration number

You cannot be allocated a provider number unless you have medical board registration in the state or territory in which you intend to practise.

Residency status

Only answer question 6 if your residency status has changed since you last applied for a provider number.

6 Have you become:

an Australian citizen

No

Yes date granted

a permanent resident

No

Yes date granted

Required location

7 From

to

(if known)

8 Which one of the following do you want to do at this location: refer and request only (e.g. hospital interns)

No

Yes

or

refer, request and provide Medicare rebateable services

No

Yes

or

refer, request and assist at operations only

No

Yes

The required location must be the physical address (not a post office box) from which you will render services.

9 Practice name or building

Property or Department

Suite Unit Shop

Number Floor number

Practice address

Postcode

10 Work phone number

Mobile phone number

Fax number

Email

@

Contact the practice to answer questions 11, 12, 13 and 14.

11 Does this practice use Medicare Online?

No

Yes what is the Practice Management Software Location ID?

12 Does this practice use Medicare Easyclaim?

No

Yes which financial institution supplies the EFTPOS device?

13 Is this a government funded Aboriginal and Torres Strait Islander health service?

No

Yes

Bank account details for the location

Payment cannot be made into credit card, loan or mortgage accounts.

14 Name of bank, building society or credit union

Branch where account is held

Branch number (BSB)

 -

Account number (this may not be the card number)

Account held in the name(s)

If applying for more than one location, you must complete questions 7-14 for each location by attaching a separate sheet with details.

Specialist recognition

If recognition is required for access to Medicare as a general practitioner, specialist or consultant physician, you must complete an additional form (refer to 'Additional documents').

15 Have you applied for recognition as a:

Specialist or consultant physician

General practitioner

Closing locations

If you wish to close one of your existing locations, please complete the information below. You can attach a list if you wish to close more than one location.

16 Provider number

Practice address

Postcode

Closing date

Declaration

17 I declare that:

- the information in this form is correct.

Provider's full name

Provider's signature

Date

Privacy note

The information provided on this form will be used to assess your application for a provider or registration number and to determine your eligibility to participate in the Medicare program. The collection of this information is authorised by the *Health Insurance Act 1973* and it may be disclosed to the Department of Health and Ageing, the Department of Veterans' Affairs, private health funds and other approved organisations or as authorised or required by law. Medicare Australia may contact the registration board or association to verify your current status.