

## DOCUMENTATION CHECKLIST FOR PRACTICE MANAGER/SUPERVISOR PRIOR TO ARRIVAL OF NEW REGISTRAR

The following is a checklist for practice managers and supervisors to ensure the new registrar is ready to commence in general practice:

Application for Medicare Provider and Prescriber Numbers via HIC	
Application for a General Practice Registrar Placement – via GPET web site	
Application to be a Local Medical Officer - DVA	
Application for Electronic Data Transfer of DVA Claims – DVA	
SIP banking details request form – PIP	
Part G Form – PIP	
Application for Authority to Transmit Medicare Direct Bill Claims electronically – HIC	
Application for Rural Other Medical Practitioners Program via HIC	
PBS-RPBS Prescription Order Pad – HIC	
Request for booklet of Emergency Drug (Doctors Bag) Supply Forms – HIC	
Notification of ABN and RCTI Agreement – HIC	
Application Form for 90 day Pay Doctor Cheque Scheme – HIC	
Advice of new practice location – LMOs for Rural Enhancement Initiative (if applicable)	
Application for appointment as VMO at local hospital	
Notification to Vic Workcover Authority requesting billing entitlements	
Direct Deposit Authority – Transport Accident Commission	
Australian Childhood Immunisation Register form – ACIR, WA	
Notification to local Pathology Service	
Notification to Cytology Provider	
Notification to local Imaging Providers	
Notification to local GP Division	
Contract of Employment – prepare, discuss, sign	
Include practitioner details in billing, clinic software, (letterheads etc)	
Prepare “mail basket”, “pigeon hole” etc.	
Consulting room/waiting room nameplates	
Arrange/update consulting room; local map (home visits, nursing homes, hostels); Doctors Manual	
Practitioner stamp	