

## Process for Registrars Prior to Commencing a General Practice Post

1. Contact practice manager – **at least** two months before term begins.
2. Ideally, meet face-to-face prior to commencing at the practice. Discuss employment terms and conditions including accommodation.
3. As soon as you are advised of your placement the following applications must be attended to:
  - 3.1. Application for a General Practice Registrar Placement
  - 3.2. Provision of Provider Number
  - 3.3. Provision of Prescriber Number (for instructions re 3.1, 3.2 and 3.3, see next page)  
***Without these, other administrative processes cannot be finalised and you will not be able to commence work at the practice.***
4. Registrar to provide for practice manager:
  - 4.1. Current certificate of registration from Medical Practitioners Board
  - 4.2. Proof of adequate current Medical Indemnity Insurance (including procedural if required)
  - 4.3. Relevant Practice forms/Various HIC forms – e.g. Immunisation Registration, Direct Billing – *forms can be obtained from the practice Manager*
  - 4.4. Tax File Number declaration form
  - 4.5. Details of nominated superannuation fund and fund membership number
  - 4.6. Password for billing and clinical software inclusion
  - 4.7. Prescriber number
  - 4.8. Letter from hospital confirming VMO appointment (if applicable)
5. As soon as possible, meet with your designated Training Advisor (the getGP office can advise you who this is).
6. ***Carefully read this 2008 getGP Education, Training and Information handbook - if you haven't already done so. Familiarise yourself with the getGP website and GPRime.***

## Process for Acquiring Recognition as a General Practitioner, Provider and Prescriber Numbers

Prior to every new placement in general practice, it is vital that you have a provider number (for each site you will practice at) for access to Medicare payments. **Without it you cannot be paid.** Medicare cannot and will not backdate applications received after you have commenced work.

The documents described in the following paragraphs must be lodged with Medicare Australia *at least* 20 working days before your commencement date at a practice. **It is your responsibility to lodge the documentation that defines your placement within an approved general practice.** In particular, the dates of placements must be recorded correctly. getGP administration and/or your practice manager is able to assist you with this.

Part of the reason why it is so important that you attend to this is that under current Privacy Law, getGP or the practice cannot access your individual provider number through Medicare Australia.

### Application for a General Practice Registrar Placement

- Go to AGPT website and the link 'For Registrars'  
(<http://www.agpt.com.au//view/document.shtml?s51241-ubypzab.pdf>)
- Download form for 'Application for a General Practice Registrar Placement'
- Complete the sections Registrar Details and the Approved Training Practice Details
- Practice manager then completes Approved Placement section

- Supervisor completes the Supervisor/Mentor Details section
- Mail or fax the form to the getGP office ASAP. getGP sign off and forward to AGPT who further process and send to Medicare Australia. Medicare Australia require this form before Medicare applications for provider numbers can be accepted.

### **Application for Medicare Provider Numbers**

- Go to Medicare Australia website (<http://www.medicareaustralia.gov.au/provider/pubs/medicare-forms/index.jsp>)
- If you have never applied for a provider number in Victoria, please complete:  
*Application for an initial Medicare provider number for a Medical Practitioner*
- If you have applied for a provider number in the past, but need an application for an additional location/extension of current number, please complete:  
*Application for an additional location-Medicare provider/registration number*
- Post or fax directly to Medicare Australia
- Provider number notification will be posted to the registrar
- Once received notification of your provider number, contact your practice manager and notify them of your number(s)

### **Application for Medicare Prescriber Number**

Prior to receiving a Prescriber Number, new medical practitioners are required to attend a short educational course (about three hours) on issues such as claims, accounts, the Australian Medicare Benefits Schedule and Pharmaceutical Benefits Scheme.

Further advice can be obtained by phoning the Medicare Australia on 132 150.