



**ADELAIDE MEDICAL
STUDENTS' SOCIETY**
— EST 1889 —

Applying for your Provider Number

Guide for MBBS VI Students at the University of Adelaide

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Applying for a Provider Number

Every year a significant proportion of interns start work without prescriber / provider numbers which has generated some inefficiencies. In the light of this, this document has been compiled with the details and timeline to ensure the application process is as smooth as possible.

Before 23rd of October 2017

Prepare supporting documents for AHPRA registration **before Monday 23rd of October**. More information found here: <https://www.ahpra.gov.au/Registration/Graduate-Applications/Graduate-Applications-Supporting-Documentation.aspx>

Documents will be uploaded via the online portal, they must fulfil the following requirements:

- be in **colour**, clear and legible
- be clearly titled in English (no special characters)
- be in one of the following formats: JPEG, BMP, GIF, PNG, PDF, WORD, or TIFF
- be unencrypted (e.g. an unencrypted PDF)
- be an uncompressed file
- have a **minimum resolution of 300 dpi**, and
- have a file size not greater than 10MB.
- Does **NOT** need to be certified

Documents that will be required:

- A. **Proof of identity** documents

Documents required only if applicable:

- B. **Name change documentation** (if applicable)
- C. **Academic qualification** (if you have received it, does not apply for early applicants)
- D. Evidence that you meet your profession's **English Language Skills Registration Standard**
 - a. If you are an international student who has studied at the University of Adelaide full time for a total of **6 years** continuously then you will need to upload a copy of your official transcript showing up to your final semester.
 - b. If you are an international student who has not studied full time in a recognized country then you must submit evidence of achieving the English Language Skills Standard (e.g. IELTS)
 - c. If you are a domestic student, you will only need to fill in the education history table in the online application form.

More information can be found here: <https://www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx>

- E. A **signed and dated written statement with details of your criminal history** in Australia and/or overseas (if applicable)
- F. The **reference details of your international criminal history check** (if applicable)
- G. A **signed and dated written statement with details of any impairments** and how they are managed (if applicable)

From Monday 23rd of October 2017

Apply for AHPRA number by creating an online AHPRA account and completing the online form:

<https://www.ahpra.gov.au/Registration/Graduate-Applications/Apply-Online.aspx>

October-November 2017

Upload supporting documents via the online portal. At any time, you may save, continue and submit your application. Please remember to submit the application as soon as possible.

November

Processing by AHPRA takes 4-6 weeks from online application.

Once AHPRA receives graduate list (approximate time would be mid to late-November), AHPRA should make contact via phone or email notifying successful applicants of their registration number.

If you have not received any correspondence at the end of the 6 weeks from your submission, please contact AHPRA.

November – December

As soon as registration number is received, please apply to Department of Human Services for Provider Number. Forms available for online download on their website.

<https://www.humanservices.gov.au/health-professionals/services/medicare/medicare-provider-number-health-professionals>

Please note that additional documents are required for application. This includes copies of your:

1. Visa/certificate of citizenship/permanent residence
2. Passport
3. Evidence of your current medical registration (AHPRA registration)
4. Letter of confirmation from your employer*
5. Employment contract*

**to be received from your employing health network*

Note for CALHN interns only: CALHN will be trying an automated process for the application of the provider number from the Medicare. You will not be required to submit this form. It is unsure if other networks will be trialing the same system. Please check your email regularly for updates on this.

December – January

Provider number processing takes up to 6 weeks.

Provider number should be received around the end of 2017/mid-January 2018.

FAQ:

1. Can I start filling in my application before the suggested date?

Adelaide University students complete their course officially on the 19th of November, 2017. This means that the online application can be started from the 9th of October, 2017. However, it is recommended that the application is not submitted until the 23rd of October as the conferral of your graduate status is not confirmed until mid to late November.

2. Why can't I submit my application earlier than the suggested date?

Applications must be processed by AHPRA within a 6 week period. The final stages of application will be processed when AHPRA receives advice direct from the university that the student have met the requirements of the course and are entitled to the qualification. This is verified by the graduate list which is sent to AHPRA around mid to late November.

If a student applies greater than 6 weeks before the graduate list is sent, AHPRA may require the student to reapply or resubmit supporting documents.

3. If I have no access to internet around the end of October or I am unable to submit on 23rd of October, what can I do to make sure my application is processed as soon as possible?

With the online portal system, you can create an AHPRA account and the progress of your registration can be saved and continued at any time. You can fill the online form and upload all relevant documents before October 23rd and you can ask a trusted person to submit the online application for you on the suggested time.

4. I am an international student, what evidence do I need to provide to show that I have satisfied the Professional English Skills requirement?

If you have studied full time in the University of Adelaide the for the past 6 years continuously, you satisfy the *Extended Education Pathway* and you must upload a copy of your official transcript. The transcript does not need to be conferred or completed, but must show that you have been studying full time for the last 6 years.

If you have not studied full time or have not studied for a full 6 years, you must complete a recognized English test and upload the certificate via the *English language test pathway*

5. For those who haven't receive a job offer yet, are we still register?

Yes, you should register as processing time takes up to 6-8 weeks during peak periods. This will ensure that you have an AHPRA registration number and provider number ready to go when you *do* receive your job offer.

6. Do we need to do the medical board of Australia registration before this?

The medical board registration is the same as the AHPRA registration.

7. Do I need to certify my identity documents?

With the online application system, you will **not** need to certify your documentations. However, you must ensure that the documents that you have scanned must be **in colour** and meet the minimum requirements shown on the first page of information. You are **not** allowed to upload photographs of your documents.

In the rare occurrence that AHPRA believes that your documents are suspicious, they will contact you to send in certified hard copies of the document.

8. Is there a fee to registration?

Yes, AHPRA registration requires a fee of \$371 (as of 2017)

9. What is the difference between AHPRA registration and my provider number?

Provider numbers are numbers allocated to you by Medicare and they are hospital and state specific. They allow you to prescribe medications and order stuff that can be claimed by the hospital from Medicare. AHPRA registration is required by all graduates so they can put "Dr" in front of their name and be recognised and qualified as a medical professional.

With recent changes, CALHN students do not need to apply for a provider number from Medicare, but all students must still register for AHPRA.

10. Do I put myself down as a Mr/Ms/Mrs or Dr in my AHPRA registration?

You will put Mr/Ms/Mrs/etc. Until you have registered with AHPRA, you are not legally allowed to put Dr as a prefix in recognition of your medical training in Australia.

Please contact Matthew Chu for any questions or issues with the guide— a1629348@student.adelaide.edu.au