

## 1. Policy Statement

- 1.1. To ensure registrars are informed of the guidelines and processes for obtaining a Medicare provider number (MPN) prior to commencing training in general practice.

## 2. Application and Scope

- 2.1. This procedure applies to all registers enrolled in the Australian General Practice Training (AGPT) Program.
- 2.2. This procedure is effective from 1 January 2019.

## 3. Principles

- 3.1. It is the registrar's responsibility to ensure their provider number is in place and all details are correct prior to commencing in general practice.
- 3.2. Registrars must refer to the [Medicare Provider Number Application Guide](#) and the [AGPT Program Factsheet for new and existing Registrars](#) before making an application for a provider number.
- 3.3. It is the registrar's responsibility to provide EV GP Training (EV) and the practice with the relevant forms and documents within the allocated timeframes.
- 3.4. During general practice training, registrars must be aware of the administrative requirements to commence in general practice.
- 3.5. Registrars are expected to contact the practice manager of their matched placement at least three months before a general practice term begins to discuss the terms and conditions of employment.
- 3.6. Registrars must provide the practice with specific forms and documents before they can commence in general practice.
- 3.7. Registrars cannot commence in general practice training without an approved MPN for **every new placement** and for **each additional location associated with the practice**.
- 3.8. Without an approved MPN patients are not eligible to claim a Medicare rebate.
- 3.9. The maximum duration a MPN is approved for if placed at the same practice for two semesters is one training year.
- 3.10. This is an annual process and registrars must apply to renew their MPN each year, even if they are not changing practices.
- 3.11. Medicare cannot and will not backdate applications received after the commencement of a placement.
- 3.12. Registrars must allow for a minimum of 28 days if applying for an exemption to Section 19AB. The 28 days applies from the submission of the application to Medicare, not EV.
- 3.13. Registrars must provide the practice with a copy of the confirmation letter from Medicare advising they have been placed on the Register of Approved Placements with details of the provider number, location and effective date(s). If any of the information is incorrect, the registrar and/or practice manager must notify EV program staff immediately.
- 3.14. Australian privacy laws prevent EV or the practice accessing a registrar's individual Medicare provider number/s.

## 4. Procedure

### 4.1. Medicare Provider Numbers

- 4.1.1. Prior to every new placement in general practice, it is vital the registrar has a provider number. A separate MPN is required for each additional location. The MPN is required to access Medicare payments.
- 4.1.2. EV will generate the *Application for a General Practice Registrar Placement* form containing pre-populated registrar and placement information from the registrar's training portfolio.
- 4.1.3. It is the registrar's responsibility to advise EV if they have a change in circumstances:
  - 4.1.3.1. When they move to a new practice;
  - 4.1.3.2. If the registrar remains in the nominated practice for longer than the period specified on their previous *Application for a General Practice Registrar Placement* form;

- 4.1.3.3. If the registrar returns to the nominated practice for a further period; and/or
- 4.1.3.4. When the practice changes address.

4.1.4. The *Application for a General Practice Registrar placement* form must be lodged with the Department of Human Services (DHS) at least 28 days before the commencement date of the placement at a practice. It is the registrar's responsibility to lodge the information to EV that defines the placement within an approved general practice. Dates of placements must be recorded accurately.

### 4.2. Application for a General Practice Registrar Placement process

- 4.2.1. The registrar must ensure EV has the following information confirmed at least three months prior to the placement commencing:
  - 4.2.1.1. Confirmation of their training placement;
  - 4.2.1.2. Any additional accredited training facilities they may be involved with as part of their placement;
  - 4.2.1.3. Supervisor name;
  - 4.2.1.4. Confirmation of placement dates; and
  - 4.2.1.5. Where the registrar is training less than 1.0 FTE, submission of an EV *Part-time Application* for their placement.
- 4.2.2. EV will generate and send to the registrar the pre-populated '*Application for a General Practice Registrar Placement*' form.
- 4.2.3. Registrars who already have a MPN or have been issued one in the past, need to complete both pages of the application form.
- 4.2.4. Registrars who have not had a MPN before joining the AGPT Program complete the first page of the application form and the [Application for an initial Medicare Provider Number](#) form. All subsequent renewals of the MPN will depend on the S19AB status. Refer to the [AGPT Program Factsheet for new and existing Registrars](#) for further details.
- 4.2.5. On receipt of the form, the registrar must:
  - 4.2.5.1. Check the pre-populated information to confirm that it is correct. Note the form will always use the registrar's name as it appears on the Australian Health Practitioner Regulation Agency (AHPRA) website.
  - 4.2.5.2. Contact EV immediately if any details are incorrect as the form will need to be re-generated;
  - 4.2.5.3. Ensure the 19AB exemption *subject/not-subject to* is selected where relevant (19AB exemptions take a minimum of 28 days to process);
  - 4.2.5.4. Sign and complete the remainder of the placement form and **email** the form to the practice;
  - 4.2.5.5. The practice will check the information and enter their practice information. The form will be signed by the accredited supervisor;
  - 4.2.5.6. Ensure there is a placement form for each location the registrar will be working; and
  - 4.2.5.7. Return the completed form(s) to EV by **email**.
- 4.2.6. The registrar or practice must return the form(s) via email at least **13 weeks prior** to the commencement of the placement.
- 4.2.7. EV will sign and forward the completed *Application for a General Practice Registrar Placement* form to the Department of Health (the Department), who will approve the placement and forward to DHS.
- 4.2.8. DHS will assess the registrar against the Medicare eligibility requirements and confirm in writing the MPN before the registrar is eligible to claim Medicare rebates.
- 4.2.9. Registrars will receive notification via the nominated postal address of their provider number direct from DHS.
- 4.2.10. Registrars who have not received their provider number three weeks prior to the commencement of the semester must contact DHS directly. If issues are identified, the registrar must then contact EV.
- 4.2.11. When notification of the provider number has been received by the registrar, the registrar must ensure their provider number allows access to full Medicare benefits. The registrar will provide a copy of the notification letter detailing their provider number to the practice manager when received.



**5. Additional Information**

- 5.1. ED-SD-8.0 Education and training definitions
- 5.2. [Completing the AGPT Request for Placement Form and the Medicare Provider Number Application Process](#)
- 5.3. [AGPT Program Fact Sheet for New and Existing Registrars](#)

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