



Healthcare Identifiers Service

Application to register a Seed Organisation

Important information

Complete this form to register a Seed Organisation with the Healthcare Identifiers (HI) Service. A Responsible Officer (RO) and an Organisation Maintenance Officer (OMO) may also be registered using this form.

If an individual is a RO or an OMO for an organisation already registered with the HI Service, existing details may be linked to the new Seed Organisation being registered on this form.

Part A must be completed by the RO.

Part B must be completed by the acceptable referee.

Healthcare Identifiers Service

The HI Service is a system that provides a consistent set of identifiers for healthcare individuals and healthcare providers (organisations and individuals). The HI Service enables providers to associate health information about a healthcare individual in a secure, consistent and accurate manner. The association of identifiers can be used within electronic communications such as discharge summaries, prescriptions and referrals. The *Healthcare identifiers Act 2010* is available at www.comlaw.gov.au

Registration

To register a Seed Organisation with the HI Service, an authorised person must first apply to be registered as a RO. The RO may nominate themselves or a different authorised person to be the OMO for the Seed Organisation. A Seed Organisation requires both a RO and an OMO to be registered at the time of the organisation being registered with the HI Service.

Seed Organisation

The Seed Organisation is the principal legal entity that is registered by the RO with the HI Service. A Network Organisation can be registered later.

Network Organisation

A Network Organisation is an organisation subordinate to the Seed Organisation. Every Network Organisation must be associated with a Seed Organisation. A Seed Organisation is not required to have a Network Organisation. Network Organisations can be used to represent different areas or functions within an organisation or separate legal entities from the Seed Organisation.

Role of a Responsible Officer

A RO:

- is responsible for the creation and deactivation of a Seed Organisation within the HI Service
- may nominate themselves or a third party as an OMO
- is the only individual who can request the HI Service operator to process a Change of Ownership for the Seed Organisation that they represent
- may add or remove links between an organisation and a RO or an OMO at the Seed Organisation level
- may update their own demographic details
- only one RO can be linked to a Seed Organisation at any one time.

Role of an Organisation Maintenance Officer

An OMO:

- may request to amend their own demographic details or details of the organisation(s) they represent
- will have administrative access to the organisation records they are linked to in the HI Service
- will have administrative access to the organisation records that are beneath them in the organisational hierarchy
- may add or remove links for other OMOs or linked healthcare providers within the organisational hierarchy that they are responsible for
- may update the Healthcare Provider Directory (HPD) for the organisation(s) they represent.

Healthcare Provider Directory

The HI Service HPD is a directory listing Healthcare Provider Individuals and Healthcare Provider Organisations registered in the HI Service. Displaying details in the HPD is optional and can be configured as part of the registration process.

Creating links

Establishing a link creates an association between the RO, OMO and the organisation that allows them to perform various administrative functions on their behalf (see role of a RO/OMO). Without this link the RO or OMO have no authority to perform these functions. Completing this form will create these links.

Public Key Infrastructure

Public Key Infrastructure (PKI) allows you to transfer information and images between computers safely and securely. With PKI you can securely send a file to someone and know he or she is the only one who can open it. You can also receive a file with confidence it has been sent to you securely. PKI certificates are issued for individuals and organisations to enable communication through secure electronic channels such as Business to Business and Health Professional Online Services (HPOS). If you or the organisation you are registering have an existing PKI certificate, HI Service access will be added to your existing PKI certificate. Please complete the 'existing PKI certificate' sections on this form.

Documents a Responsible Officer must provide

To support this form a RO must supply all of the following:

- Evidence of Identity (EOI) for themselves (refer to list of documents in the EOI section), unless the RO is a 'known customer', (see 'Known customer' section of this form)
- documentary evidence of their authority to act on behalf of the Seed Organisation (refer to list of documents in the following sections)
- evidence that the Seed Organisation is registered as a business or company (refer to list of documents in the following sections).

If you are already registered as a RO with another organisation in the HI Service or you have an existing PKI certificate for Medicare purposes, you do not need to provide EOI again.

Evidence of Identity

If you are not a known customer (see 'Known customer' section), you must provide **ONE** document from the Primary Group and a combination enough to make up the remaining points from the Secondary Group. The total number of points must be at least 100. Please include a deed poll or marriage certificate if there is a difference in name in these documents.

Copies of original documents must be sent with this form. The copies provided must be certified by an acceptable referee. The last page of this form contains details to be completed by an acceptable referee. An acceptable referee must certify the organisation and the RO (see Part B of this form).

Primary Group (Only ONE must be used):	Points
• birth certificate	70
• citizenship certificate	70
• current passport	70
• expired passport (not cancelled and not expired for longer than two years from date of application)	70
• other documentation of identity having the same characteristics as a passport.	70

Secondary Group (Combination required to make up the remaining 30 points must be provided):	Points
• current Australian driver's licence	40
• identification card issued to a commonwealth or state/territory government employee, contractor or other personnel	40
• document provided by a current employer on employer letterhead and dated within the last three months prior to the application for the PKI Site Keys and Certificates	35
• if self-employed, relevant documentation from his/her registered tax agent/accountant	35
• Lands Titles Office records	35
• a rating authority (land rates document)	35
• reference to the latest telephone directory published by Telstra and the telephone contact with the signatory of the person named on this number	25
• credit card tax invoice (two or more credit card tax invoices from the same financial institution will only be counted as one)	25
• council rates notice	25
• record of a public utility (e.g utilities accounts, telephone, gas, electricity, ISP provider)	25
• record held under law (other than a law relating to land titles).	25

Documents required for the Responsible Officer relationship with the Seed Organisation

When registering a Seed Organisation, a RO must provide documentary evidence that they are authorised to act on behalf of the Seed Organisation (e.g. authority to collect, create, use and handle information related to the organisation) by supplying **ONE** of the following documents:

- an ASIC company search displaying the RO as a Director or Company Secretary of the Seed Organisation
- an affidavit or statutory declaration sworn by a member of the board or executive of the Seed Organisation
- a deed of appointment
- any other documentation which displays that the RO holds a position of authority and trust within the Seed Organisation.

Documents required for the Seed Organisation

If the organisation is not known to Medicare Australia (see 'Known Customer' section), the RO must provide documentary evidence of the existence of the Healthcare Provider Organisation as a legal business entity. Acceptable documentary evidence must include **ONE** of the following:

- certificate of registration of a company issued by the Australian Securities and Investments Commission
- strata certificate of registration
- sale or purchase of business
- liquidation notice
- a statement of transactions issued by a financial institution in the name of the company, and less than **ONE** year old
- appointment of trustee
- lease agreement of a business property
- rates notice of business property
- certificate of change of name issued by the Australian Securities and Investments Commission
- a document issued by the Australian Taxation Office bearing the company and tax file number.

Documents required for Organisation Maintenance Officer

No EOI documents are required for OMOs as they are nominated by the RO.

Known customer

Individuals who are registering as a RO for the HI Service and have already provided Medicare Australia with 100 points of EOI, are not required to do so with this form.

An individual may be an existing RO or have a PKI certificate for other Medicare purposes.

100 points of EOI is required only where the individual has not provided EOI to Medicare Australia previously.

If an individual is a current OMO and has never provided EOI to Medicare Australia and now wishes to become a RO, that individual must comply with the 100 point EOI requirements.

A Seed Organisation that has a PKI Location Certificate issued by Medicare Australia is not required to provide a 'Document required for a Seed Organisation', as outlined above.

Whether or not a known customer, a letter authorising the RO to act on behalf of the Seed Organisation is required with this form.

Assistance

If you need assistance completing this form call **1300 361 457** (call charges will apply) or email **healthcareidentifiers@medicareaustralia.gov.au**
For more information about the HI Service go to **www.medicareaustralia.gov.au**

Lodgement

Send the completed application, certified copies of the relevant documentation and the Acceptable Referee Identification attachment to:

HI Service
GPO Box 2987
MELBOURNE VIC 3001
or fax to: **03 9605 7987**

Print in **BLOCK LETTERS**

Tick where applicable

PART A—Healthcare Identifiers Service

RO details

As the person completing this form, you will be the RO for the organisation being created.

1 Are you already registered as a RO with the HI Service (e.g already registered as a RO with another organisation)?

No **Go to 3**

Yes **Complete question 2**

New RO details

You must provide EOI if you are registering as a new RO. If you are an existing OMO and now wish to become a RO you must provide EOI.

2 RO/OMO number (if known)

Go to 3

3 Dr Mr Mrs Miss Ms Other

Family name

Given name(s)

Suffix (e.g. Junior, Member of Parliament)

4 Date of birth

5 Sex

Male

Female

6 Business address Tick your preferred address

State	Postcode
Country	<input type="checkbox"/>

Postal address (if different to above)

State	Postcode
Country	<input type="checkbox"/>

7 Daytime phone number Tick **one** preferred method of communication

Mobile phone number

Fax number

Pager number

Email

RO PKI details

8 Do you have a PKI Individual Certificate with Medicare Australia?

No, please register the RO for a PKI Individual Certificate **Go to 10**

No, one is not required at this time **Go to 11**

Yes **Complete question 9**

9 Existing PKI registration number (RA number)

Go to 11

Access to the HI Service will be linked to your existing certificate.

10 Indicate the type of operating system being used:

Windows

Macintosh (Apple)

Other (please specify)

If you are requesting a PKI certificate you must supply a business address, a fax number and a personal email address used for business purposes.

Web based email such as hotmail, yahoo, gmail are not supported for PKI usage.

Go to 11

OMO details

11 Are you applying to be the OMO for the Seed Organisation?

No, somebody else will have this role **Complete 12 - 21**

Yes, I will be the RO and the OMO **Go to 22**

An additional PKI is not required if you are the RO and also the OMO.

If you're unsure, you can become the OMO yourself and designate a new OMO at a later date.

12 Is the OMO already registered with the HI Service (for example, already registered as an OMO with another organisation)?

No **Go to 14**

Yes **Complete question 13**

New OMO details

13 OMO number (if known)

Go to 14

14 Dr Mr Mrs Miss Ms Other

Family name

Given name(s)

Suffix (e.g. Junior, Member of Parliament)

15 Date of birth

- 16** Sex
 Male
 Female

17 Business address Tick your preferred address

State	Postcode
Country	

Postal address (if different to above)

State	Postcode
Country	

18 Daytime phone number Tick **one** preferred method of communication

	<input type="checkbox"/>
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Mobile phone number

	<input type="checkbox"/>
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Fax number
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	<input type="checkbox"/>
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Pager number

	<input type="checkbox"/>
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Email

	<input type="checkbox"/>
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Go to 19

OMO PKI details

19 Do you have a PKI Individual Certificate with Medicare Australia?
 No, please register the OMO for a PKI Individual Certificate **Go to 21**
 No, one is not required at this time **Go to 22**
 Yes **Complete question 20**

20 Existing PKI registration number (RA number)

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Go to 22

Access to the HI Service will be linked to your existing certificate.

21 Indicate the type of operating system being used:

Windows
 Macintosh (Apple)
 Other (please specify)

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If you are requesting a PKI certificate you must supply a business address, a fax number and a personal email address used for business purposes.
 Web based email such as hotmail, yahoo, gmail are not supported for PKI usage.

Go to 22

Seed Organisation details

A Seed Organisation that has a PKI Location Certificate issued by Medicare Australia is not required to provide evidence of the existence of the Healthcare Provider Organisation as a legal business entity for this form.

22 Organisation name

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23 The organisation name is a (tick all that apply):

Organisational unit/section/division name
 Business name
 Abbreviated name
 Service location name
 Locally used name
 Enterprise name

24 Trading name (if different to above)

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25 Organisation's Australian Business Number (ABN) or Australian Company Number (ACN)

ABN

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OR
 ACN

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OR
 Other

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Organisation service details

Refer to the Organisation Types Reference Guide available at www.medicareaustralia.gov.au

26 Organisation type

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27 Organisation service type

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28 Organisation service unit

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Organisation service type start date
 Enter the date when the organisation service started.

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29 Business address Tick your preferred address

State	Postcode
Country	

Postal address (if different to above)

State	Postcode
Country	

30 Daytime phone number Tick one preferred method of communication

Mobile phone number

Fax number

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Pager number

Email

Seed Organisation PKI details

31 Does the Seed Organisation have a PKI Location Certificate?

No, please register the organisation for a PKI Location Certificate **Go to 33**

No, one is not required at this time **Go to 34**

Yes **Complete question 32**

If you are requesting a PKI certificate you must supply a business address, a fax number and a personal email address used for business purposes.
Web based email such as hotmail, yahoo, gmail are not supported for PKI usage.

32 PKI registration number (RA Number)

Go to 34

Access to the HI Service will be linked to the existing certificate.

33 Indicate the type of operating system being used:

Windows

Macintosh (Apple)

Other (please specify)

Go to 34

HPD details

34 Do you want the Seed Organisation displayed in HPD?

No, I would not like to create a HPD record at this time

Yes, I would like to create a HPD record and would like to publish all of the details I have provided in this application

Yes, I would like to create a HPD record

I would like the following details to be published:

Organisation Name (mandatory)

Preferred Address (mandatory)

Organisation service details

Daytime phone number

Mobile phone number

Fax number

Pager number

E-mail address

Go to 35

Declaration

35 I declare that:

- I will only access and use HI Service for the purposes defined in the *Healthcare Identifiers Act 2010* and acknowledge penalties for unauthorised access and misuse apply under the *Healthcare identifiers Act 2010*
- the organisation that I am registering is eligible for provision of a Healthcare Provider Identifier Organisation number under the *Healthcare Identifiers Act 2010*
- the information on this form is correct.

Applicant's signature

Date

Privacy note

The information on this form will be used to register a Seed Organisation, RO and OMO with the HI Service. The collection of this information is authorised by the *Healthcare Identifiers Act 2010*. This information may be disclosed as authorised or required by law.

If you request a PKI certificate, this information will be used to register and store your details for the issuance of a PKI certificate and to list your details in the PKI Healthcare Public Directory. This information will be disclosed to a certificate issuance authority for issuing PKI keys and certificates, or as authorised or required by law.

Office use only

RO EOI documents sighted

RO/Seed Organisation authority documents sighted

Organisation documents sighted

Known customer confirmed

PART B—Acceptable referee identification

To be completed for EOI for the HI Service.

If EOI is not required with this form, Part B is not required to be completed.

The information you provide below will be used to verify identity.

Acceptable referee categories:

- 1 a member of the Institute of Chartered Accountants in Australia, Australian Society of Certified Practising Accountants or the National Institute of Accountants
- 2 a member of a municipal, city, town, district or shire council of a state or territory
- 3 a legal practitioner of a federal, state or territory court
- 4 a registrar, clerk, sheriff or bailiff of a federal, state or territory court
- 5 an individual registered or licensed as a dentist medical practitioner, pharmacist or veterinary surgeon under a law of the state or territory providing for that registration or licensing
- 6 an individual who holds the position of nursing sister and is registered as a nurse under a state or territory law providing for that registration
- 7 a judge or master of a federal, state or territory court
- 8 a stipendiary magistrate of the commonwealth or of a state or territory
- 9 a Justice of the Peace of a state or territory
- 10 a member of parliament or a state parliament
- 11 a member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island
- 12 a member of the Australian Federal Police, or of the police force of a state or territory, who, in the normal course of their duties, is in charge of a police station
- 13 a manager of a Post Office
- 14 an individual employed as an officer or employee by one or more of the following:
 - the Commonwealth, a state or territory
 - an authority of the commonwealth, a state or territory or
 - a local government body of a state or territorywho has been so employed continuously for a period of at least five years, whether or not the individual was employed for part of that period as an officer and for part as an employee
- 15 An individual employed as a full-time teacher or as a principal at an educational institution and has been so employed continuously for a period of at least five years
- 16 An individual who, in relation to an Aboriginal community is recognised by the members of the community to be a community elder or if there is an elected Aboriginal council that represents the community, is an elected member of the council
- 17 a Commissioner of Oaths of a state or territory.

Details of organisation being verified

1 Organisation name

2 ABN

or

3 ACN

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Details of individual being verified

4 Dr Mr Mrs Miss Ms Other

Family name

Given name(s)

5 Business address

State Postcode

Country

Referee details

Referees are responsible for ensuring originals of all documents presented to them by the applicant are:

- copies of originals and
- certified by signing each of the documents with the statement **'This is a true copy of the original as supplied to me.'**

6 Dr Mr Mrs Miss Ms Other

Family name

Given name(s)

7 Business address

State Postcode

Country

8 Daytime phone number

9 Occupation

10 Category number (see Acceptable referee categories)

11 Signature

Date