



# Healthcare Identifiers Service

## Application to amend a Healthcare Provider record

### Important information

Complete this form to amend a Healthcare Provider Identifier Individual (HPI-I) record within the Healthcare Identifiers (HI) Service.

If your field of practice is registered by the Australian Health Practitioner Regulation Agency (AHPRA) in your state or territory, you must contact AHPRA to make amendments to your details.

You may use this form to perform the following functions for details not originally supplied by AHPRA:

- remove, add or amend personal details
- remove, add or amend address details
- remove, add or amend contact details
- remove, add or amend specialty details.

In cases where you have AHPRA and non-AHPRA fields of practice, all details not supplied by AHPRA may be modified.

### HI Service

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](http://www.comlaw.gov.au)

### Healthcare Provider Directory (HPD)

HI 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, or at any time. You are able to manage all of your HPD entries whether or not these details are supplied by AHPRA.

If you wish to update the entries that display in the Healthcare Provider Directory, call **1300 361 457** (call charges will apply) for assistance.

### Public Key Infrastructure (PKI)

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, confident it has been sent to you securely. PKI certificates are issued for individuals and organisations to enable communication through secure electronic channels such as B2B and HPOS.

### Additional documents

#### Identifying information

If you are changing identifying information such as your name, date of birth or gender, you will need to provide documentary evidence which supports your changes (e.g. marriage certificate).

#### Provider registration details

If you are updating your provider registration details you will need to provide:

- evidence that you are registered by a registration authority as a member of a health profession or a member of a professional association that relates to healthcare (as defined by the *Healthcare Identifiers Act 2010*)
- evidence of any new specialities required to be added to the provider record.

#### Provider obligations under the *Privacy Act 1988*

You have obligations under the *Privacy Act 1988*, Schedule 3 - National Privacy Principles in relation to your patients personal information.

#### Assistance

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

#### Lodgement

Send the completed form with certified copies of the relevant documentation to:

**HI Service**  
**GPO Box 2987**  
**MELBOURNE VIC 3001**

or fax to: **03 9605 7987**

Print in **BLOCK LETTERS**

Tick where applicable

## Applicant's details

1 HPI-I number (if known)

2 Dr  Mr  Mrs  Miss  Ms  Other

Family name

Given name(s)

3 Date of birth

4 Sex

Male

Female

5 Business address

State	Postcode
Country	

6 Daytime phone number

## Amend HPI-I record

7 I would like to (tick all that apply):

Remove, add or amend my personal details  **Go to 8**

Remove, add or amend my address details  **Go to 15**

Remove, add or amend my contact details  **Go to 18**

Remove, add or amend my specialty details  **Go to 21**

## Personal details

8 I would like to (tick all that apply):

Remove personal details  *Complete 9 to 11*

Add personal details  *Complete 12 to 14*

Amend personal details  *Complete 9 to 14*

### Existing personal details

9 Dr  Mr  Mrs  Miss  Ms  Other

Family name

Given name(s)

10 Date of birth

11 Sex

Male

Female

**Go to 24**

### New personal details

12 Dr  Mr  Mrs  Miss  Ms  Other

Family name

Given name(s)

13 Date of birth

14 Sex

Male

Female

**Go to 24**

## Address details

15 I would like to (tick all that apply):

Remove address details  *Complete 16*

Add address details  *Complete 17*

Amend address details  *Complete 16 to 17*

### Existing address details

16 Business address

State	Postcode
Country	

Postal address (if different to above)

State	Postcode
Country	

**Go to 24**

### New address details

17 Business address

Tick your preferred address

State	Postcode
Country	

Postal address (if different to above)

State	Postcode
Country	

**Go to 24**

## Contact details

### 18 I would like to (tick all that apply):

Remove contact details  Complete 19

Add contact details  Complete 20

Amend contact details  Complete 19 to 20

#### Existing contact details

### 19 Daytime phone number

( )

Mobile phone number

Fax number

( )

Pager number

Email

.....  
@

Go to 24

#### New contact details

### 20 Daytime phone number

Tick one preferred method of communication

( )

Mobile phone number

Fax number

( )

Pager number

Email

.....  
@

Go to 24

## Provider's field of practice details

For a list of provider types and speciality codes, refer to the Provider Speciality Reference Guide available at [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)

If the amendment to this information means that you have no active fields of practice, your HPI-I record will be deactivated.

If you are adding a new field of practice to a previously deactivated record your HPI-I record will be reactivated.

### 21 I would like to (tick one only):

Remove speciality details  Complete 22

Add new speciality details  Complete 23

Amend speciality details  Complete 22 to 23

#### Existing speciality details

### 22 Provider type description

Provider speciality description

Specialisation description

Date you started this speciality

/ /

Registration ID

Registration issuer

Registration type

Go to 24

#### New speciality details

### 23 Provider type description

Provider speciality description

Specialisation description

Date you started this speciality

/ /

Registration ID

Registration issuer

Registration type

Go to 24

## Declaration

### 24 I declare that:

- the information on this form is correct
- I will only access and use Healthcare Identifiers 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*.

Applicant's signature



Date

/ /

## Privacy note

The information on this application will be used to amend the details of a Healthcare Provider Individual record with the Healthcare Identifiers 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 necessary, this information will be included with your details previously registered and stored for the issuance of a Public Key Infrastructure (PKI) certificate. If required, the amended information will be used for the re-issuance of your PKI keys and certificates and to amend your details listed in the PKI Healthcare Public Directory. This information will be disclosed to a certificate issuance authority for re-issuing PKI keys and certificates, or as authorised or required by law.

## Office use only

Identifying information documents sighted

Registration and qualification documents sighted