



Healthcare Identifiers Service

Application to deactivate, reactivate or retire a Healthcare Organisation record

Important information

Complete this form to deactivate, reactivate or retire a Healthcare Provider Identifier Organisation (HPI-O) record within the Healthcare Identifiers (HI) Service.

HI 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

Deactivate

An organisation record may be deactivated when a Seed or Network Organisation registered in the HI Service temporarily ceases to operate as a business entity. An Organisation may also elect to no longer participate in the HI Service. Upon deactivation, the HPI-O record and Public Key Infrastructure (PKI) certificate will not be useable in an operational context within the HI Service. Access to the Healthcare Provider Directory (HPD) will be removed.

Reactivate

An organisation record may be reactivated when a previously deactivated Seed Organisation or a Network Organisation wishes to again participate in the HI Service. The originally allocated HPI-O number will be retained for the reactivated organisation. The HI Service will enable HI Service permissions for the PKI Location Certificate for the reactivated HPI-O.

Retire

This status will be applied when a Seed Organisation or a Network Organisation permanently ceases to operate as a business entity. Retired status means the organisation will no longer be active in the HI Service and will be unable to undertake activities via this record. The HPI-O record and PKI Location Certificate will not be usable in an operational context within the HI Service. An organisation that has been retired may not be reactivated.

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.

Important note

When any of the above statuses are applied to a Seed Organisation, the status will also be automatically applied to all associated Network Organisations registered under the organisational hierarchy.

Before an organisation record can be deactivated, reactivated or retired in the HI Service, it is a requirement that an applicant complete the 'Applicant's details' section on this form. The applicant must be an individual already registered in the HI Service who has the authority to update the organisation record. The applicant must be an individual within the same organisational hierarchy, linked at an equal or higher level than the organisation being deactivated, reactivated or retired during this process.

If a Seed Organisation is being updated, the applicant can only be the Responsible Officer (RO) responsible for the organisation. If a Network Organisation is being updated, the applicant must be an Organisation Maintenance Officer (OMO) responsible for the organisation.

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 form 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 RO/OMO number (if known)

Dr Mr Mrs Miss Ms Other

Family name

Given name(s)

2 Date of birth

3 Address

State	Postcode

Country	

4 Daytime phone number

Organisation details

Identify the HPI-O number and name of the organisation you wish to deactivate, reactivate or retire.

5 Organisation HPI-O number

Organisation name

6 I would like to (tick one only):

Deactivate an organisation

Reactivate an organisation

Retire an organisation

7 Date of effect

8 Reason for organisation record update

Healthcare Provider Director (HPD)

You are only required to answer this question if you are reactivating an organisation.

9 Do you want the reactivated organisation displayed in the 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 the details as they were prior to the organisation deactivation

Yes, I would like to create a HPD record and would like to publish the following details:

Organisation name (mandatory)

Preferred address (mandatory)

Organisation service details

Daytime phone number

Fax number

E-mail address

Mobile phone number

Pager number

Declaration

10 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 form will be used to deactivate, reactivate or retire a Healthcare Organisation record with the Healthcare Identifiers Service. This information may also be used to list your details in the Healthcare Provider Directory. The collection of this information is authorised by the *Healthcare Identifiers Act 2010*. This information may be disclosed as authorised or required by law.