



Healthcare Identifiers Service

Application to link or unlink a Contracted Service Provider to or from a Healthcare organisation record

Important Information

Complete this form to link a Contracted Service Provider (CSP) organisation to a Healthcare Organisation record. You may also unlink a CSP organisation from a Healthcare Organisation record.

The applicant completing this form must be the Responsible Officer (RO) authorised to represent the Healthcare Organisation that the CSP organisation will be operating on behalf of.

Healthcare Organisation records

The Seed Organisation is the principal legal entity that is registered with the Healthcare Identifiers (HI) Service.

A Network Organisation is an organisation subordinate to the Seed Organisation. Network Organisations can be used to represent different departments, sections or divisions within an organisation.

A Healthcare Organisation(s) may, under contract with a CSP, allow a CSP to act on their behalf in dealings with the HI Service.

Contracted Service Provider organisations

A CSP organisation is an entity that provides information technology services relating to the communication of health information, or provides health information management services under a contract with the Healthcare Organisation

The CSP organisation is a legal entity that is registered with the HI Service by the CSP officer.

A CSP organisation must have one and up to a maximum of three CSP officers linked.

Creating a link

Establishing a link creates an association between the Healthcare Organisation record and the CSP organisation. This allows the CSP organisation to perform information technology services relating to the communication of health information on behalf of the Healthcare Organisation

The applicant to request this link must be a RO already registered in the HI Service, who is permitted to represent the Healthcare Organisation that the CSP organisation will be operating on behalf of. The RO may request a link to a CSP organisation for the Seed Organisation they represent or any Network Organisations beneath them in the organisation hierarchy.

Assistance

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

Lodgement

Send the completed form and 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 RO registration number (if known)

2 Dr Mr Mrs Miss Ms Other

Family name

First given name

Other given name(s)

3 Date of birth

4 Sex

Male

Female

5 Business address

 Postcode

Postal address (if different to above)

 Postcode

6 Daytime phone number

Link or unlink to or from an organisation

7 I would like to (tick one only)

Link a CSP organisation to a Healthcare Organisation record **Go to 8**

Unlink a CSP organisation from a Healthcare Organisation record **Go to 9**

Link CSP to organisation(s)

8 Do you want to link a CSP organisation to a Seed Organisation and all Network Organisations in the organisation hierarchy?

Yes **Go to 10**

No, this organisation only **Go to 10**

Unlink CSP from organisation(s)

9 Do you want to unlink a CSP organisation from a Seed Organisation and all Network Organisations in the organisation hierarchy?

Yes **Go to 10**

No, this organisation only **Go to 10**

Healthcare organisation details

10 Organisation HPI-O registration number

11 Organisation name

12 Business address

 Postcode

Postal address (if different to above)

 Postcode

CSP organisation details

Provide the details of the CSP organisation you wish to link to, or unlink from.

13 CSP organisation registration number

14 CSP organisation name

15 Business address

 Postcode

Postal address (if different to above)

 Postcode

Declaration

16 I declare that:

- 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*.
- the information on this form is correct.

Signature

Date

Privacy note

The information on this form will be used to link or unlink a Contracted Service Provider organisation with a Healthcare Organisation record for the purposes of 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.