



Healthcare Identifiers Service

Application to amend a Contracted Service Provider Officer's personal details

Important information

Complete this form to amend the personal details of a Contracted Service Provider (CSP) officer's record within the Healthcare Identifiers (HI) Service.

Amending a Contracted Service Provider officer's personal details

If you are a CSP officer changing your family or given names, date of birth or gender, you will need to supply supporting documentation (e.g. marriage certificate or statutory declaration) to verify the change.

Role of a Contracted Service Provider officer

A CSP organisation must have one and up to a maximum of three CSP officers linked. If more than one CSP officer is required to be registered to a CSP organisation, a separate form is required to be completed for each additional CSP officer. Form 4715 - Application to add replace or remove a CSP officer form must be completed for each additional CSP officer.

A CSP officer:

- is responsible for the creation of a CSP organisation
- may retire the CSP organisation if the organisation is no longer operating in that capacity
- may request to reinstate a CSP organisation record that has been retired in error
- may update their own demographic details
- may update the details of the CSP organisation they represent

Assistance

For more information about the HI Service go to www.medicareaustralia.gov.au or 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** CSP Officer registration number (if known)
- 2** Dr Mr Mrs Miss Ms Other
Family name

First given name
- 3** Date of birth
- 4** Sex
Male
Female
- 5** Address

Postcode
- 6** Daytime phone number

Amend a CSP Officer's record

- 7** I would like to (tick one only):
Remove, add or amend my personal details **Go to 8**
Note: If you have more than one name recorded you may choose to remove one of them
Remove, add or amend my address details **Go to 15**
Remove, add or amend my contact details **Go to 18**
Record a CSP individual as deceased **Complete 21 to 24**

Personal details

- 8** I would like to (tick one only):
Remove my personal details **Complete 9**
Note: If you have more than one name recorded you may choose to remove one of them
Add new personal details **Complete 12 to 14**
Amend my personal details **Complete 9 to 14**

Existing personal details

- 9** Dr Mr Mrs Miss Ms Other
Family name

First given name
- 10** Date of birth
- 11** Sex
Male
Female

New personal details

- 12** Dr Mr Mrs Miss Ms Other
Family name

First given name
- 13** Date of birth
- 14** Sex
Male
Female

Go to 25

Address details

- 15** I would like to (tick one only):
Remove my address details **Complete 16**
Note: If you have more than one address recorded you may choose to remove one of them
Add new address details **Complete 17**
Amend my address details **Complete 16 to 17**

Existing address details

- 16** Business address

Postcode
- Postal address (if different to above)

Postcode

