



Healthcare Identifiers Service

Application to deactivate or retire a Contracted Service Provider organisation record

Important information

Complete this form to deactivate or retire a Contracted Service Provider (CSP) organisation record.

The applicant completing this form must be an individual linked as a CSP officer to the CSP organisation being deactivated or retired.

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 a Healthcare organisation.

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

Deactivate

A CSP organisation will be automatically deactivated if the last link to a Healthcare organisation record has been removed.

The CSP organisation may also elect to no longer participate in the HI Service. Upon deactivation, the CSP organisation record and Public Key Infrastructure (PKI) certificate will not be useable in an operational context within the HI Service.

Retire

A CSP organisation record may be retired when a CSP organisation permanently ceases to operate as a business entity or permanently seeks to withdraw their participation in the HI Service. All links to healthcare organisation records will be end dated.

The CSP record and PKI location certificate will not be usable in an operational context within the HI Service.

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

The applicant must be registered as a CSP officer to the organisation that is being deactivated or retired.

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 Business address

 Postcode

Postal address (if different to above)

 Postcode

6 Daytime phone number

Contracted Service Provider Organisation details

Identify the Contracted Service Provider (CSP) organisation number and name of the organisation you wish to deactivate or retire.

7 CSP Organisation registration number

8 CSP Organisation name

Business address

 Postcode

Postal address (if different from above)

 Postcode

9 I would like to (tick one only):

Deactivate this CSP organisation

Retire this CSP organisation

10 Reason for CSP organisation record update.

Declaration

11 I declare that:

- the information on this form is correct
- I understand that 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 or retire a Contracted Service Provider organisation record. The collection of this information is authorised by the *Healthcare Identifiers Act 2010*. This information may be disclosed as authorised or required by law.