



# Applying for your Provider & Prescriber Numbers

## 2020 Guide for MBBS VI students at the Adelaide Medical School

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Every year a significant proportion of new interns start work without provider/prescriber numbers which causes undue stress. This guide has been created to clarify the process, avoid pitfalls and advise on how to minimise the delay in receiving your provider/prescriber numbers. **Please note there may be errors in this document, and the AMSS does not take any responsibility for the inclusion of incorrect information nor omission of relevant information.**

### So firstly, what are these numbers? Why are they important?

- Both these numbers are given to you by Medicare.
- A Provider number is required to “provide services” as a doctor e.g. order blood tests and imaging.
  - It is site-specific, so you will receive a specific provider number for each hospital that you are employed at as an intern (e.g. have two provider numbers for RAH and QEH). You will accumulate provider numbers throughout your career as you work at different hospitals.
- A Prescriber number is required to prescribe medications **on discharge**.
  - It is NOT site-specific (you have one prescriber number for your whole career).

### So, what happens if you start internship without them?

Many interns DO NOT have provider/prescriber numbers on starting internship, primarily due to the inherent delays of the process (and they survive internship). You are still able to work, order investigations and prescribe while awaiting these numbers. This is by inputting into EPAS/OACIS that you are ordering investigations “for another provider” or ordering discharge medications “for another prescriber” or by using other staff who have their own provider/prescriber number.

### So how do I apply for my prescriber and provider numbers?

Both of these require **AHPRA registration**. AHPRA registration is required to work as an intern, hence it is needed for Medicare to give you your **Provider number(s) and Prescriber number**.

*i.e. apply to AHPRA for AHPRA registration → get AHPRA registration number → apply to Medicare for Provider number(s) + Prescriber number → get Provider number(s) + Prescriber number*

Timeline	Description
Any time before the middle of October	<p>Prepare your supporting documents for <b>AHPRA registration</b></p> <p>More information found here: <a href="http://www.ahpra.gov.au/Registration/Graduate-Applications/Graduate-Applications-Supporting-Documentation.aspx">http://www.ahpra.gov.au/Registration/Graduate-Applications/Graduate-Applications-Supporting-Documentation.aspx</a></p> <ol style="list-style-type: none"> <li>1. Certified copies of your <b>proof of identity</b> documents</li> <li>2. Certified copies of your <b>name change documentation (if applicable)</b></li> <li>3. A certified copy of your <b>academic qualification (if you have received it – does not apply for early applicants)</b></li> <li>4. Evidence that you meet your profession’s <b>English Language Skills Registration Standard</b> <ol style="list-style-type: none"> <li>a. International students must provide evidence of English language skills (e.g. IELTS)</li> <li>b. Domestic students (completing education in Australia/board approved program of study) are not required to provide supporting evidence of</li> </ol> </li> </ol>

	<p>English language skills as they use the <b>Primary Language Pathway</b>. You are only required to fill in English Language Skills requirement form available on the AHPRA website.</p> <ol style="list-style-type: none"> <li>5. A <b>signed and dated written statement with details of your criminal history</b> in Australia (and/or overseas <b>if applicable</b>)</li> <li>6. The <b>reference details of your international criminal history check (if applicable)</b></li> <li>7. A <b>signed and dated written statement with details of any impairments</b> and how they are managed (<b>if applicable</b>)</li> </ol>
<p><b>Late October – Early November</b></p>	<p>Apply online to AHPRA for <b>AHPRA registration</b>  <a href="https://www.ahpra.gov.au/Registration/Registration-Process.aspx">https://www.ahpra.gov.au/Registration/Registration-Process.aspx</a> (click on “medical” box)</p> <p><b>Why apply in late October? AHPRA <u>MUST</u> process applications within 6 weeks.</b></p> <ul style="list-style-type: none"> <li>• Obviously, it is best to apply for AHPRA registration <b>as soon as possible</b> to minimise delay in receiving your provider/prescriber numbers.</li> <li>• However, <b>too early is a problem!</b> If a student applies before the University advises AHPRA of their eligible medical graduates, AHPRA may <b>reject the application</b> for registration (as it will exceed the 6-week timeframe). This requires the student to reapply, <b>resulting in further delays</b> and extra cost to the student (&gt;\$300).</li> <li>• <b>The University advises AHPRA of your graduate status in late November/early December. Hence, it would be wise to apply within 6 weeks of this period. Consider contacting the FHMS Assessments Team (Katherine Edmond) for further more specific information.</b></li> </ul>
<p><b>November – December</b></p>	<p>Processing by AHPRA takes <b>4-6 weeks</b> from your online application (it <b>MUST</b> occur within 6 weeks).</p> <ul style="list-style-type: none"> <li>• Once AHPRA receives the graduate list from the Adelaide Medical School (approximate time is late November/early December), AHPRA <i>should</i> make contact via email notifying successful applicants of their <b>AHPRA registration number</b>. <ul style="list-style-type: none"> <li>○ If you have <u>not received any correspondence at the end of the 6 weeks</u>, please contact AHPRA.</li> </ul> </li> </ul>
<p><b>December</b></p>	<p>As soon as your <b>AHPRA registration number</b> is received, you can apply to the Department of Human Services (Medicare) for your <b>Provider number(s) and Prescriber number</b>. Forms are available for online download on their website.  <a href="https://www.humanservices.gov.au/health-professionals/services/medicare/medicare-provider-number-health-professionals">https://www.humanservices.gov.au/health-professionals/services/medicare/medicare-provider-number-health-professionals</a></p> <p><u>Additional documents</u> are required for this application. This includes copies of your:</p> <ol style="list-style-type: none"> <li>1. Visa/certificate of citizenship/permanent residence</li> <li>2. Passport</li> <li>3. Evidence of your current medical registration (<b>AHPRA registration number</b>) <ol style="list-style-type: none"> <li>a. <i>Note: They ask for your certificate of registration. This is generally delayed in arriving by mail. A screenshot of the email from AHPRA advising you of your AHPRA registration is acceptable evidence.</i></li> </ol> </li> <li>4. Letter of confirmation from your employer (<i>to be received from your employing health network</i>)</li> <li>5. Employment contract (<i>to be received from your employing health network</i>)</li> </ol>
<p><b>December – January</b></p>	<p><b>Provider number(s) and Prescriber number</b> processing may take many weeks (should be received around the end of 2019/mid-January 2020) and are sent by post.</p> <p>If you are yet to receive a reply from Medicare upon starting internship, contact Medicare via phone 132150 to confirm the status of your application and ask if your Provider number(s) and Prescriber number are available (<b>there may be delay in these reaching you by post, in which case they can tell you over the phone</b>).</p>

Please contact the AMSS VPE for any issues with the guide [vpe@amss.org.com](mailto:vpe@amss.org.com)