Application for certification of eligibility for Vocational Registration of General Practitioners

Purpose of this form
Complete this form for inclusion on the Chief Executive Medicare’s Vocational Register of General Practitioners.

For more information
For more information, go to our website humanservices.gov.au/healthprofessionals or for assistance completing this form email co_medicare_provider_eligibility@humanservices.gov.au or call 02 6143 8021 Monday to Friday, between 8.30 am and 5.00 pm, Australian Eastern Standard Time.

Note: Call charges apply – calls from mobile phones may be charged at a higher rate.

Filling in this form
• Please use black or blue pen
• Print in BLOCK LETTERS
• Mark boxes like this ✓ or ×

Returning your form
Check that you have answered all the questions you need to answer and that you have signed and dated this form.

If applying for inclusion on the Vocational Register for the first time, send the completed application to either address below.

QI & CPD Program Administrator
The Royal Australian College of General Practitioners
100 Wellington Parade
EAST MELBOURNE VIC 3002

or

The Secretary
General Practice Recognition Eligibility Committee
National Registration & Accreditation Scheme Policy Section
Health Workforce Division
MDP 152
Department of Health
GPO Box 9848
CANBERRA ACT 2601

or

Fax: 03 8699 0400  Royal Australian College of General Practitioners

Where document(s) are submitted by fax, please ensure you retain the original document(s).

Medical practitioners who are applying to the General Practice Recognition Eligibility Committee and have never been on the Vocational Register previously, are required to pay a $30.00 application fee. Payment will be accepted by cheque or money order made payable to the Department of Health.

My application fee of $30.00 is enclosed ☐

Applicant's contact details

1 Provider number

2 Royal Australian College of General Practitioners number

3 Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Family name

First given name

Second given name

4 Your sex

Male ☐

Female ☐

5 Date of birth

6 Postal address

7 Daytime phone number

Mobile number

Fax number

Email

8 These details can be recorded as my preferred contact details?

No ☐

Yes ☐
## Medical registration

9 Medical registration number

### Criteria for vocational registration of General Practitioners

10 Are you a Fellow of the Royal Australian College of General Practitioners?  
   (Current eligibility requirements state you must be a Fellow)  
   - No [ ]  
   - Yes [x]

11 Have you previously been on the Vocational Register?  
   - No [ ]  
   - Yes [x]

12 Are you predominantly in general practice as defined in Regulation 2 of the Health Insurance (Vocational Registration of General Practitioners) Regulations?  
   - No [ ]  
   - Yes [x]

13 Does the practice at which you work provide visits to locations other than at your surgery?  
   - No [ ]  
   - Yes [x]

14 Does the practice at which you work make provision for after hours services?  
   - No [x]  
   - Yes [ ]

15 Do you accept unreferred patients who present at your practice?  
   - No [x]  
   - Yes [ ]

16 If you have answered No to questions 10 to 15 or if you are uncertain about a correct response or if you practise in an area of special interest, please state why you believe you are predominantly in general practice.

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If there is insufficient space, attach a separate sheet with details.

### Practice characteristics

17 Describe the practice’s arrangements for after hours services (for example, hours of operation, method of roster, use of locums, arrangement for continued care).

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If there is insufficient space, attach a separate sheet with details.

If you are unsure of your eligibility, attach a copy of your curriculum vitae to this form.

Applications can be considered by either the Royal Australian College of General Practitioners (RACGP) or the General Practice Recognition Eligibility Committee.

If your application is unsuccessful, you will be advised in writing and will be able to appeal the decision.
Privacy notice

19 Your personal information is protected by law, including the Privacy Act 1988, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanservices.gov.au/privacy or by requesting a copy from the department.

Declaration

20 I declare that:

- the information I have provided in this form is complete and correct.

I understand that:

- giving false or misleading information is a serious offence.
- my name will be included on the Vocational Register of General Practitioners.
- the Health Insurance Act 1973 permits the Department of Human Services to make available to the public on request the name and practice addresses of vocationally registered General Practitioners.
- after registration my continuing registration as a vocationally registered General Practitioner will depend on:
  a) remaining predominantly in general practice as defined in the Health Insurance (Vocational Register of General Practitioners) Regulations, and
  b) meeting the Royal Australian College of General Practitioners’ minimum requirements for participation in quality improvement and professional development programs.
- I will request the Chief Executive Medicare to remove my name from the Vocational Register if I believe that I am no longer in general practice as defined in the Health Insurance (Vocational Register of General Practitioners) Regulations.

Applicant’s full name

Applicant’s signature

Date

For RACGP use only

This section is to be completed by an authorised representative of the RACGP responsible for certification of eligibility for applicants to be included on the Vocational Register with Human Services.

GP Recognition History

QI & CPD Status

Recommendation

QI & CPD approved by:

Full name

Your signature

Date

Censor in Chief approved by:

Signature

Date

If the RACGP certifies your eligibility for inclusion on the Vocational Register, the RACGP will forward this form to the Department of Human Services.