New Doctor Checklist

GP Details

Name: _____

Address: _____

Suburb: _____ Postcode: _____

Phone (H): _____ Mobile: _____

Email: _____

Next of Kin: _____

Phone: _____ Relationship: _____

Emergency contact: _____

Phone: _____ Relationship: _____

Employment Details	Details	Copy Received		Date
Provider Number (Location Specific)		Yes ☐	No ☐	
Prescriber Number		Yes ☐	No ☐	
Medical Board of Australia AHPRA www.ahpra.gov.au	Number: Expiry:	Yes ☐	No ☐	
Medical Indemnity Cover	Number: Expiry:	Yes ☐	No ☐	
QA & CPD Number:		Yes ☐	No ☐	
Employment/Service Agreement		Yes ☐	No ☐	
Tax File Number		Yes ☐	No ☐	
Australian Business Number (ABN)		Yes ☐	No ☐	
Banking Details Form		Yes ☐	No ☐	
Superannuation		Yes ☐	No ☐	
Additional Notes:				

Forms To Be Completed

Medicare Australia	Details	Copy Received		Date
Provider Number Application (Location Specific)		Yes ☐	No ☐	
Additional Provider Number Application (Location Specific)		Yes ☐	No ☐	
Prescriber Number		Yes ☐	No ☐	
Payee Provider—Banking Detail Form		Yes ☐	No ☐	
Register for online Claiming -(For GPs who have not used online claiming before)		Yes ☐	No ☐	
Register Healthcare Professional Individual Certificate Application for PIP eHealth Incentive—PKI		Yes ☐	No ☐	
Application for Recognition as a GP		Yes ☐	No ☐	
Vocational Registration Eligibility		Yes ☐	No ☐	
ACIR— Register as an immunisation Provider		Yes ☐	No ☐	
ACIR—Bank account details for immunisation Provider		Yes ☐	No ☐	
ACIR—46E agreement		Yes ☐	No ☐	
General Practice Immunisation Report Incentives Report (GPII020A) request		Yes ☐	No ☐	
PIP—Part G Form		Yes ☐	No ☐	
SIP— Banking Detail Form		Yes ☐	No ☐	
90 Day Cheque Agreement		Yes ☐	No ☐	
Health Professional Online Services (HPOS)		Yes ☐	No ☐	
Register Prescription Shopping Program		Yes ☐	No ☐	
Register National Bowel Cancer Screening Program		Yes ☐	No ☐	
DVA— Information for Medical Practitioners	DVA Website	Yes ☐	No ☐	
National Prescribing Service (NPS)	Clinical Audits and activities For PIP	Yes ☐	No ☐	
Additional Notes				

Tasks To Be Completed

Description	Details	Completed		Date
Administration				
After Hours—advise of arrangement for After Hours/advise Medical Deputising Service of additional GP		Yes ☐	No ☐	
Application for membership of Division		Yes ☐	No ☐	
Notify Division of New GP		Yes ☐	No ☐	
Business Cards		Yes ☐	No ☐	
Advertising—Public Notices		Yes ☐	No ☐	
Computers				
User Name and Password for clinical software program		Yes ☐	No ☐	
User Name and Password for management software program		Yes ☐	No ☐	
Set up sessions and appointment times in appointment book		Yes ☐	No ☐	
Notify software provider of new user		Yes ☐	No ☐	
Install PKI		Yes ☐	No ☐	
Set up & Install secure messaging www.nehta.gov.au/PIP-vendors		Yes ☐	No ☐	
Pathology				
QML		Yes ☐	No ☐	
Sullivan & Nicolaides		Yes ☐	No ☐	
Gribbles		Yes ☐	No ☐	
Other		Yes ☐	No ☐	
Radiology				
QDI		Yes ☐	No ☐	
Southern XRay		Yes ☐	No ☐	
		Yes ☐	No ☐	
Other		Yes ☐	No ☐	
Workcover—payment detail form		Yes ☐	No ☐	
Workcover—provider online		Yes ☐	No ☐	

Tasks To Be Completed

Orientation	Details	Completed		Date
Practice				
Introduce to other GPs and Staff		Yes ☐	No ☐	
Tour of practice and medical equipment		Yes ☐	No ☐	
Rosters		Yes ☐	No ☐	
Telephone protocols		Yes ☐	No ☐	
Dr Preferences form to be completed		Yes ☐	No ☐	
MBS Online & billing procedures		Yes ☐	No ☐	
List of Common Item Numbers		Yes ☐	No ☐	
Policy & Procedure Manual		Yes ☐	No ☐	
Computers				
User Name and Password for clinical software program		Yes ☐	No ☐	
User Name and Password for management software program		Yes ☐	No ☐	
How to use knowNOW!		Yes ☐	No ☐	
How to use secure messaging		Yes ☐	No ☐	
How to use internal messaging		Yes ☐	No ☐	
Training in clinical and management Software programs		Yes ☐	No ☐	
Clinical				
Clinical guidelines		Yes ☐	No ☐	
Oxygen—PrimaryCare Sidebar				
RACGP standards		Yes ☐	No ☐	
Pathology and X-ray facilities		Yes ☐	No ☐	
Local Hospitals		Yes ☐	No ☐	
Referrals		Yes ☐	No ☐	
Drs preferences (see under Practice)		Yes ☐	No ☐	
ECG		Yes ☐	No ☐	
Spirometry		Yes ☐	No ☐	
Drs Bag orders/Prescription Pads		Yes ☐	No ☐	
Safe, Key and protocols for S8 Drugs		Yes ☐	No ☐	