

**Organisation Register change –
MyMedicare and other programs (M0074)****When to use this form**

Use this form to notify Services Australia about an organisational change for a practice in the Organisation Register. This form must be completed and submitted **within 7 days** following an organisational change. This includes MyMedicare registered practices.

Types of organisational change

For practices in the Organisation Register, an organisational change can include:

- the sale of a practice
- the merging of practices (including an amalgamation)
- the closure of a practice (for a reason other than a sale or a merger)
- a Hub and Spoke conversion (for Aboriginal Medical Services and Aboriginal Community Controlled Health Services only)
- a change in Australian Business Number (ABN)
- a deceased estate.

If your organisational change relates to something else, contact us using the secure messaging service in Health Professional Online Services (HPOS). Address your message to **Organisation Register**.

When not to use this form

This form must not be used for the permanent relocation of a practice where there is no change in ownership or ABN. Practices are required to process this themselves through the relocation function in the **Organisation Register**.

For more information, including e-Learning modules, go to **servicesaustralia.gov.au/hpeducation** and select 'Health Professional Education Resources' and then 'Organisation Register'.

For sales, mergers or ABN changes

The person completing this form must be listed on the Australian Business Register (ABR) as an associate or authorised contact for the entity that will own and operate the new or continuing organisation site (practice).

For practice closures

The person completing this form must be listed on the ABR as an associate or authorised contact for the entity that owns and operates the closing organisation site (practice).

For deceased estates

The person completing this form must be listed as the executor or administrator of the estate.

For more information

For more information about organisational changes for MyMedicare registered practices, including operational requirements and definitions, refer to the 'MyMedicare Program Guidelines' available at **health.gov.au**

Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, or you can print it.

For help on how to fill in our forms, go to **servicesaustralia.gov.au/formhelp**

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Sign the Commonwealth statutory declaration in the presence of an approved witness (see page 6 for a list of approved witnesses). Make sure all pages of this form are provided to the approved witness.

Returning this form

Return this form and any supporting documents **online** using your Provider Digital Access (PRODA) account and the Form upload function in HPOS.

To upload:

1. Log in to your PRODA account to access HPOS on behalf of the PRODA organisation for your practice.
2. Select the **Form upload** tile.
3. Select the form category **Organisation Register**.
4. Select the form type **Organisation Register change – MyMedicare and other programs (M0074)**.
5. **Choose** and **Add** the completed form.
6. Select **Send**.

If you do not have a PRODA account, go to **servicesaustralia.gov.au/proda** to register. Then follow the steps to set up your HPOS access.

If you are not able to return this form through HPOS, call us on **132 150**.

For more information, go to **servicesaustralia.gov.au/hpos**

Next steps

- We will contact you if more information is needed.
- We will send you a message through HPOS when the organisational change is completed.
- You may need to tell other health programs or organisations about your organisational change (for example, Practice Incentives Program).

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 Insert the name,
address and
occupation of
person making
the declaration

I, ¹
.....

make the following declaration under section 9 of the *Statutory Declarations Act 1959*:

2 Set out matter
declared

² I hereby certify that:

1 I am:

Tick one only

- an associate or authorised contact listed on the Australian Business Register (ABR) for the entity that will own and operate the new or continuing organisation site (practice) or the closing organisation site (practice) (for reasons other than an Australian Business Number (ABN) change, sale or merger) ☐

or

- the executor or administrator of the deceased estate ☐

2 An organisational change occurred

for an organisation site (practice) on (DD MM YYYY)

3 The organisational change relates to:

Tick one only

- an internal change in business structure (for example, an ABN change) ☐ **Go to 4**
- the sale of a practice ☐ **Go to 4**
- the merging of practices (including an amalgamation) that involves a change in entity or ownership ☐ **Go to 4**
- the merging of practices within the same entity ☐ **Go to 5**
- a Hub and Spoke conversion (for Aboriginal Medical Services and Aboriginal Community Controlled Health Services only) ☐ **Go to 5**
- the closure of a practice due to a reason other than a sale or merger ☐ **Go to 6**
- a deceased estate ☐ **Go to 7**

4 The following entities and organisation sites (practices) are impacted by this organisational change.

New owner's details

ABN

ABN entity name

New or continuing organisation
site (practice) name

New or continuing Organisation
Site ID

If there is more than one new or continuing organisation site (practice), you will need to complete another form.

Previous owner's details

ABN

ABN entity name

Closing organisation site
(practice) name

Closing Organisation Site ID

If there is more than one closing organisation site (practice), provide a separate sheet with details.

Continues

Previous owner's details (if more than one – this may be relevant for amalgamations)

ABN

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ABN entity name

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Closing organisation site
(practice) name

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Closing Organisation Site ID

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If there is more than one closing organisation site (practice), provide a separate sheet with details.

► **Go to 8**

- 5** The following entity and organisation sites (practices) are impacted by this organisational change.

ABN

--	--	--	--

ABN entity name

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Continuing organisation site
(practice) name

--

Continuing Organisation Site ID

--	--	--	--	--	--	--	--	--	--

Closing organisation site
(practice) name

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Closing Organisation Site ID

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If there is more than one new or continuing organisation site (practice), you will need to complete another form.
If there is more than one closing organisation site (practice), provide a separate sheet with details.

► **Go to 8**

- 6** The following entity and organisation site (practice) is impacted by this organisational change.

ABN

--	--	--	--

ABN entity name

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Closing organisation site
(practice) name

--

Closing Organisation Site ID

--	--	--	--	--	--	--	--	--	--

If there is more than one closing organisation site (practice), provide a separate sheet with details.

► **Go to 14**

- 7** The following entity is impacted by this organisational change.

ABN

--	--	--	--

ABN entity name

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► **Go to 14**

- 8** The new or continuing organisation site (practice) will be participating in the following programs in the Organisation Register:

Tick all that apply

- MyMedicare (including MyMedicare incentives) ☐
- General Practice Training Program ☐
- Urgent Care Clinics ☐
- Assisted Reproductive Technology ☐
- None of the above ☐

9 The following providers are to be added to the new or continuing organisation site (practice)

First given name	Family name	Medicare provider number

If you need more space, provide a separate sheet with details.

10 The new or continuing organisation site (practice) is:

- registered or intending to register for MyMedicare ☐ *Go to next question*
 not participating in MyMedicare ☐ *Go to 15*

11 **Read** this before answering the following.

To be eligible for MyMedicare and the MyMedicare incentives, an organisation site (practice) must have accreditation details or a valid exemption added.

Accreditation details, or a valid accreditation exemption, have been added to the new or continuing organisation site (practice) in the **Organisation Register**

No ☐

Yes ☐

12 **Read** this before answering the following.

A practice must first be registered and eligible for MyMedicare in order to participate in the MyMedicare incentives.

Practices and providers participating in MyMedicare incentives will be placed in exclusion and payments will be held until all organisational changes are processed. We will send a HPOS message to practices and providers to let them know they have been placed in exclusion.

The new or continuing organisation site (practice) is participating or intending to participate in the following MyMedicare incentives:

Tick all that apply

Bulk Billing Practice Incentive Program (BBPIP) ☐ Start date (DD MM YYYY)

General Practice in Aged Care Incentive (GPACI) ☐ Start date (DD MM YYYY)

If a GPACI responsible provider is **not** transferring to the new or continuing organisation site (practice), the practice must update these details separately for their patients, following the organisational change.

13 **For a sale, merger (including amalgamation) or internal change in business structure (including a change in ABN) – if applicable**

- **I agree to** Services Australia transferring all MyMedicare registered patients from the closing organisation site (practice) to the new or continuing organisation site (practice)
- **I confirm that** the entity has obtained the consent of any MyMedicare registered patients for their record to be transferred from the closing organisation site (practice) to the new or continuing organisation site (practice).

14 **For a practice closure or deceased estate – if applicable**

- **I understand that** Services Australia will end all MyMedicare patient registrations and linked providers at the closing organisation site (practice).

15 Privacy notice

The privacy and security of your personal information is important to us, and is protected by law. We collect this information to implement changes to the Organisation Register and provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacypolicy

16 Declaration

I declare that:

- I have read, understand and agree to the **Privacy notice**
- the information in this statutory declaration is true in every particular, and I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, the punishment for which is imprisonment for a term of 4 years.

3 Signature of person making the declaration

3

4 Email address or telephone number of person making the declaration

4

5 Place

6 Day

7 Month and year

Declared at 5 on 6 of 7

Observed by me,

8 Signature of person observing the declaration being made

8

9 Full name, qualification and address of person observing the declaration being made

9

10 Email address and/or telephone number of person observing the declaration being made

10

**A statutory declaration under section 9 of the
Statutory Declarations Act 1959 may be made before –**

- (1) a person who is currently licensed or registered under a law to practice in one of the following occupations:
 - Architect
 - Chiropractor
 - Dentist
 - Financial adviser
 - Financial planner
 - Legal practitioner
 - Medical practitioner
 - Midwife
 - Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*
 - Nurse
 - Occupational therapist
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon.
- (2) a person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia, as a legal practitioner (however described), or
- (3) a person who is in the following list:
 - Accountant who is:
 - (a) a fellow of the National Tax Accountants' Association, or
 - (b) a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand
 - ii. the Association of Taxation and Management Accountants
 - iii. CPA Australia
 - iv. the Institute of Public Accountants.
 - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 - APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list
 - Australian Consular Officer or Australian Diplomatic Officer, within the meaning of the *Consular Fees Act 1955*
 - Bailiff
 - Bank officer with 5 or more continuous years of service
 - Building society officer with 5 or more years of continuous service
 - Chief executive officer of a Commonwealth court
 - Clerk of a court
 - Commissioner for Affidavits
 - Commissioner for Declarations
 - Credit union officer with 5 or more years of continuous service
 - Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list
 - Employee of the Australian Trade and Investment Commission who is:
 - (a) in a country or place outside Australia
 - (b) authorised under paragraph 3(d) of the *Consular Fees Act 1955*, and
 - (c) exercising the employee's function at that place.
 - Employee of the Commonwealth who is:
 - (a) at a place outside Australia
 - (b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*, and
 - (c) exercising the employee's function at that place.
 - Engineer who is:
 - (a) a member of Engineers Australia, other than at the grade of student
 - (b) a Registered Professional Engineer of Professionals Australia
 - (c) registered as an engineer under a law of the Commonwealth, a state or territory, or
 - (d) registered on the National Engineering Register by Engineers Australia.
 - Finance company officer with 5 or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
 - Master of a court
 - Member of the Australian Defence Force who is:
 - (a) an officer
 - (b) a non-commissioned officer, within the meaning of the *Defence Force Discipline Act 1982*, with 5 or more years of continuous service
 - (c) a warrant officer, within the meaning of that Act.
 - Member of the Australasian Institute of Mining and Metallurgy
 - Member of the Governance Institute of Australia Ltd
 - Member of:
 - (a) the Parliament of the Commonwealth
 - (b) the Parliament of a state
 - (c) a territory legislature
 - (d) a local government authority.
 - Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
 - Notary public, including a notary public (however described) exercising functions at a place outside the:
 - (a) Commonwealth
 - (b) external territories of the Commonwealth.
 - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
 - Permanent employee of a:
 - (a) state or territory or a state or territory authority
 - (b) local government authority
 with 5 or more years of continuous service, other than such an employee who is specified in another item in this list.
 - Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made
 - Police officer
 - Registrar, or Deputy Registrar, of a court
 - Senior executive employee of a Commonwealth authority
 - Senior executive employee of a state or territory
 - SES employee of the Commonwealth
 - Sheriff
 - Sheriff's officer
 - Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.