



Healthcare Identifiers Service Application to amend a Contracted Service Provider officer's details (HW047)

When to use this form

Use this form to amend the personal details of a Contracted Service Provider (CSP) officer's details in the Healthcare Identifiers (HI) Service. If you need to amend details for more than one CSP officer, complete a separate form for each officer. For additional copies of this form, go to servicesaustralia.gov.au/hiservice

Amending a Contracted Service Provider officer's personal details

If you are a CSP officer changing your personal details, you will need to supply supporting documentation (e.g. marriage certificate, statutory declaration) to verify the change.

Role of a Contracted Service Provider officer

A CSP organisation must have one and up to a maximum of 3 CSP officers linked. If more than one CSP officer is required to be registered to a CSP organisation, complete the **Healthcare Identifiers Service Application to add, replace or remove a Contracted Service Provider officer (HW046)** form.

A CSP officer:

- is responsible for the creation of a CSP organisation
- may retire the CSP organisation if the organisation is no longer operating in that capacity
- may request to reinstate a CSP organisation record that has been retired in error
- may update their own demographic details
- may update the details of the CSP organisation they represent.

Filling in this form

You can complete this form on your computer, print and sign it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this **Go to 1** skip to the question number shown.

Returning this form

Return this form and any certified copies of any relevant documentation:

- **by post to:**
Services Australia
HI Service
PO Box 2987
MELBOURNE VIC 3001
- by email to: healthcareidentifiers@servicesaustralia.gov.au
There may be risks with sending personal information through unsecured networks or email channels.
- by fax to: **03 9605 7987**

For more information

Go to servicesaustralia.gov.au or call **1800 222 032** Monday to Friday, 8:30 am to 5 pm, Australian Eastern Standard Time.

Call charges may apply.

For more information about the HI Service, go to servicesaustralia.gov.au/hiservice or email healthcareidentifiers@servicesaustralia.gov.au or call **1300 361 457** Monday to Friday, 8:30 am to 5 pm, Australian Eastern Standard Time.

Call charges may apply.

Applicant's details

- 1** CSP officer registration number (if known)
- 2** Dr Mr Mrs Miss Ms Other
Family name

First given name

Second given name
- 3** Date of birth
 / /
- 4** Gender
Male
Female
- 5** Address

Postcode
- 6** Business phone number
 ()

Amend a Contracted Service Provider officer's record

- 7** I would like to:
- Tick all that apply**
- Remove, add or amend my personal details
- Remove, add or amend my address details **Go to 15**
- Remove, add or amend my contact details **Go to 18**
- Record a CSP individual as deceased **Go to 21**

Personal details

- 8** I would like to:
- Tick one only**
- Remove my personal details
- Amend new personal details
- Add my personal details **Go to 12**

Existing personal details

- 9** Dr Mr Mrs Miss Ms Other
Family name

First given name

Second given name
- 10** Date of birth
 / /
- 11** Gender
Male
Female

New personal details

- 12** Dr Mr Mrs Miss Ms Other
Family name

First given name

Second given name
- 13** Date of birth
 / /
- 14** Gender
Male
Female

Go to 25

Address details

- 15** If you have more than one address recorded, you may choose to remove one.

I would like to:

- Tick one only**
- Remove my address details
- Amend new address details
- Add my address details **Go to 17**

Existing address details

- 16** Business address

Postcode
- Postal address (if different to above)

Postcode

New address details

17 Business address Tick your preferred address

Postcode

Postal address (if different to above)

Postcode

▶ **Go to 25**

Contact details

18 If you have more than one contact details recorded, you may choose to remove one.

I would like to:

Tick one only

Remove contact details

Amend contact details

Add contact details **Go to 20**

Existing contact details

19 Business phone number

Mobile phone number

Fax number

Email

New contact details

20 Business phone number Tick one preferred method of communication

<input type="text" value="()"/>	<input type="checkbox"/>
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Mobile phone number

<input type="text"/>	<input type="checkbox"/>
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Fax number

<input type="text" value="()"/>	<input type="checkbox"/>
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Email

<input type="text"/>	<input type="checkbox"/>
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▶ **Go to 25**

Deceased person's details (if applicable)

21 Deceased person's CSP registration number (if known)

22 Dr Mr Mrs Miss Ms Other

Family name

First given name

Second given name

23 Date of birth

24 Your relationship to the deceased person

Privacy notice

25 Your personal information is protected by law, including the *Privacy Act 1988* and is collected by Services Australia and the Service Operator of the Healthcare Identifiers Service, for purposes related to the operation of the Healthcare Identifiers Service. The collection of this information is authorised by the *Healthcare Identifiers Act 2010*, and is required to process your application.

Your information may be used by Services Australia, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which Services Australia will manage your personal information, including our privacy policy, at servicessaustralia.gov.au/privacy

Declaration


26 I declare that:

- the information I have provided in this form is complete and correct.
- I will only access and use Healthcare Identifiers for the purposes defined in the *Healthcare Identifiers Act 2010*.

I understand that:

- penalties for unauthorised access and misuse apply under the *Healthcare identifiers Act 2010*.
- giving false or misleading information is a serious offence.

Applicant's signature



Date