\*The tasks listed below are associated with functions in the Practice Management Software. Remove/ Add items according to the services used at the practice.

 : Items required for clinical users

|  |  |  |
| --- | --- | --- |
| **Items** | **Date Actioned** | **Comments** |
| Medicare Forms\** [Online Claiming Provider Agreement form](https://www.humanservices.gov.au/organisations/health-professionals/forms/hw027) (HW027)
* [Banking Details online claiming form](https://www.humanservices.gov.au/organisations/health-professionals/forms/hw052) (HW052)

\* Alternatively, Information can be updated via PRODA |  |  |
| Collate Provider details:🞏 Medicare Provider Number🞏 Medicare Prescriber Number 🞏 AHPRA Registration Number🞏 HPI-I (Healthcare Provider Identifier-Individual)🞏 CPD number🞏 ABN (if applicable)🞏 Business Number (if applicable) |  |  |
| Request additional license (if required – for clinical users) |  |  |
| Submit eRx Registration (Electronic scripts) |  |  |
| Submit registration to Pathology| Imaging Laboratories (if using eOrdering) |  |  |
| [Integration Configuration] Scribing tool (Lyrebird, Heidi) |  |  |
| [Integration Configuration] Payment Solution (Tyro, HICAPS, CommBank Smart Health) |  |  |
| [Integrations Configuration] Secure Messaging (Argus, Medical Object, Healthlink) |  |  |
| *\*Add new rows for any applicable integrations and programs used in the practice (PIP, NCSR)* |  |  |
| Create the user[Add or update a user](https://kb.bpsoftware.net/bppremier/Orchid/Management/AddingNewUser.htm)[Set up a Provider](https://kb.bpsoftware.net/bppremier/Orchid/GettingStarted/SetupProviders.htm) |  |  |
| Review provider’s sessions[Set up appointment book sessions and holidays](https://kb.bpsoftware.net/bppremier/spectra/Management/AppointmentBook/SetUpSessions.htm) |  |  |
| Review/update user Permissions[User Permissions](https://kb.bpsoftware.net/bppremier/spectra/Management/UserPermissions.htm) |  |  |
| Review/ update user Preferences[Setting User Preferences](https://kb.bpsoftware.net/bppremier/spectra/Management/UserPreferences.htm) |  |  |
| Allocate access to reports[Set up users to run reports](https://kb.bpsoftware.net/bppremier/spectra/Reports/ConfiguringReporting.htm) |  |  |



****\*The tasks listed below are associated with functions in the Practice Management Software. Remove/ Add items according to the services used at the practice.

 : Items required for clinical users

|  |  |  |
| --- | --- | --- |
| **Items** | **Date Actioned** | **Comments** |
| Assign end date to provider sessions to prevent bookings[Set up appointment book sessions and holidays](https://kb.bpsoftware.net/bppremier/spectra/Management/AppointmentBook/SetUpSessions.htm) |  |  |
| Obtain Medicare letter from Dr requesting closure of provider numbers (Submit letter once billing is reconciled) |  |  |
| End of Last day – Change password[Add or update a user](https://kb.bpsoftware.net/bppremier/spectra/Management/AddingNewUser.htm) |  |  |
| End of Last day – Revoke Remote access (if applicable)  |  |  |
| Update Result allocation[Redirect incoming reports to another provider and set up aliases](https://kb.bpsoftware.net/bppremier/spectra/Clinical/PathologyandRadiology/RedirectReports.htm) |  |  |
| Reminders handover |  |  |
| Notify eRx about GP’s departure (Electronic scripts) |  |  |
| [Integration deactivation] Pathology | Imaging Laboratories (if using eOrdering) |  |  |
| [Integration deactivation] Scribing tool (Lyrebird, Heidi) |  |  |
| [Integration deactivation] Payment Solution (Tyro, HICAPS, CommBank Smart Health) |  |  |
| [Integrations deactivation] Secure Messaging (Argus, Medical Object, Healthlink) |  |  |
| *\*Add new rows for any applicable integrations and programs used in the practice (PIP, NCSR)* |  |  |
| Deactivate user[Deactivate a user](https://kb.bpsoftware.net/bppremier/spectra/Management/DeactivateUser.htm) |  |  |

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