



Add a new practitioner

What access do I need?

SP Admin, or SP Manager user role.

What else do I need?

Qualified Practitioner's personal detail - Title, Name, Date of Birth, and Gender.

[Practitioner Qualification](#) & [PPB membership certificate](#) – current and documented on file.

Create practitioner number page



The screenshot shows a navigation menu on the left with links for Home, Manage My Business Details, Client, Sites, User Accounts, Claims, and Qualified Practitioners. The 'Qualified Practitioners' link is underlined. Below the menu, there are two buttons: 'Link My Practitioner' and 'Create Practitioner Number'. The 'Create Practitioner Number' button is circled in red.

Login to the portal from the landing page, open the **Qualified Practitioners** (QP) tab and then click **Create Practitioner Number** button.

First confirm if a QP Number already exists

A Practitioner may work for multiple service providers across multiple sites/locations – but **only one** QP Number is required or allowed to be registered in the program. Providers must **not** request any new QP Number without confirming with the Practitioner if they have an existing QP Number in the program. Please remember to check if this QP record existed with any variation - under a maiden name, for example.

Filling out the practitioner details screen

Following this confirmation, to create a QP Number a Provider must enter the Name, Gender, Date of Birth, Qualification and the PPB in which they have a current (full) membership.

When these fields are certified as complete, click **Submit** and you will be issued with the practitioners QP number*. You will also receive a confirmation email.

[Home](#) > Register Practitioner

Practitioner Details

Your practitioner's QP number **1234567A** has been issued.

Please proceed to link your practitioner to your provider account by registering their start date of employment. This can be done under 'Qualified Practitioners', 'Link My Practitioner' from the home page. Once this relationship has been set up you can submit claims.

If you require your practitioner's details to be updated e.g. their name or qualification changes please email your request to hearing@health.gov.au

OK

What next?

Practitioners can begin to provide services, and providers can claim for payments against services delivered, as soon as they have been successfully registered with a QP number, and a [portal relationship is established between provider and practitioner](#).

To edit or update any Practitioner details email hearing@health.gov.au.

***Don't forget to establish a portal relationship with the new practitioner!**

Once a QP Number is issued, you will need to link the QP to your business in the portal.