medicare

Urgent Care Clinic

Applying for your Medicare Urgent Care Clinics (UCC) Medicare provider number (MPN)

You can apply online for your Medicare UCC MPN if you are a: • general practitioner (GP), or • nurse practitioner.	If you cannot apply online, then you can use the paper form: • GPs and prescribed medical practitioners (PMPs) use **HW019** • nurse practitioners use **HW088**.

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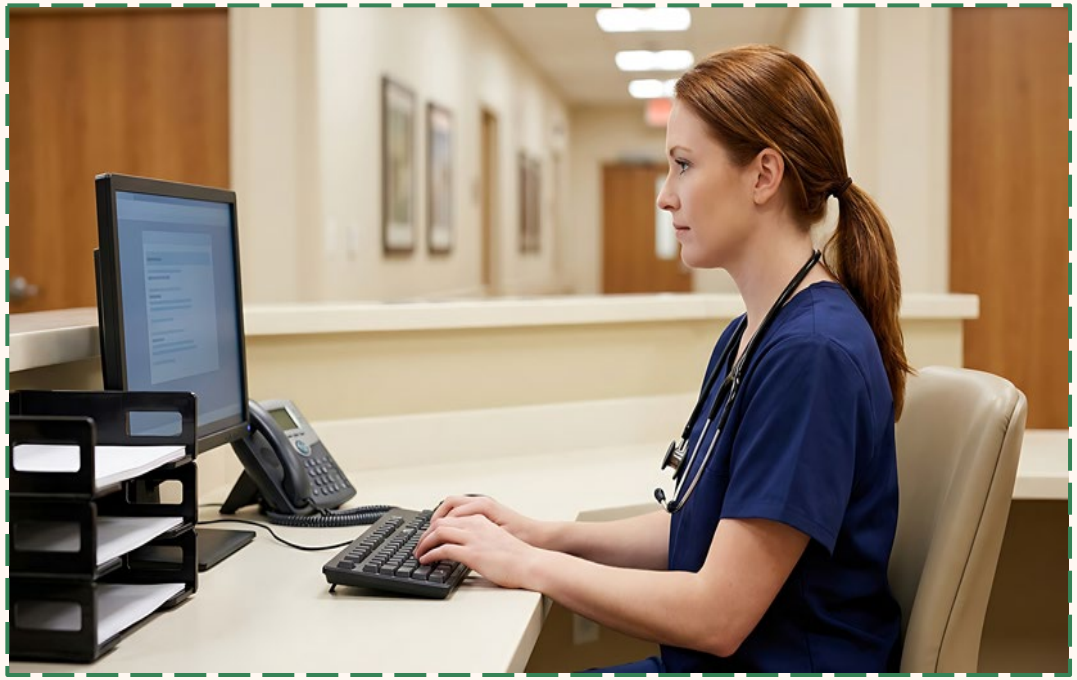


Applying online for your Medicare UCC MPN

You may be eligible to apply for your Medicare UCC MPN online if you will be working for a Medicare UCC as a general practitioner or nurse practitioner.

To apply for your Medicare UCC MPN online

1. Log in to Provider Digital Access (PRODA) to access Health Professional Online Services (HPOS).

2. From the HPOS homepage, select **My details**, then **My provider numbers**.

3. Select **Create a new provider location** and read the privacy note.

4. Complete the required questions. A step-by-step guide is provided below.

Your MPN application

Step 1 - Location Details > Practice Address

- Tick the box for 'This is a government funded Medicare Urgent Care Clinic, covered under S19(2) Exemption'.
- Enter your Organisation Site ID. This is mandatory for Medicare UCCs only. If you are unsure, ask your practice manager for this.
- Complete the Prescriber Number question as applicable to you.
- Enter your practice address. Ensure the street number, street name, suburb/town, state and postcode exactly match the address in the Organisation Site Record. If they don't, the Medicare UCC MPN will not automatically link to the Organisation Site Record.

Step 2 - Contact

- Enter Practice Contact Details.

Step 3 - Location Details > Organisation Details

- There will be a number of screens to complete your organisation details, ensure you complete all mandatory fields marked with an asterisk.

Step 4 - Location Details > Banking Details

- Enter Practice Banking Details.

Step 5 - Declaration

- Review and complete any declarations that apply to you.

Step 6 - Review your application

- Prior to submission, review the information provided.
- If any changes are required, select **back** and amend the data as needed.
- If satisfied, agree with the declaration and select **Submit**.

Issuing your MPN

- If you are an eligible medical practitioner, **in most cases** your MPN will be issued instantaneously.
- If you are an eligible nurse practitioner, your application will be sent to Services Australia for processing.
- Refer to the **Frequently Asked Questions** booklet for eligibility requirements.

Adding your Medicare UCC MPN to your Organisation Site

- Once your Medicare UCC MPN is issued, Services Australia will automatically add your Medicare UCC MPN to the Organisation Site.
- You will be notified that you have been successfully added via a pop-up message on the screen and also via your HPOS Mailbox.
- If your Medicare UCC MPN cannot be added to your Organisation Site, refer to the **Frequently Asked Questions** booklet for assistance.

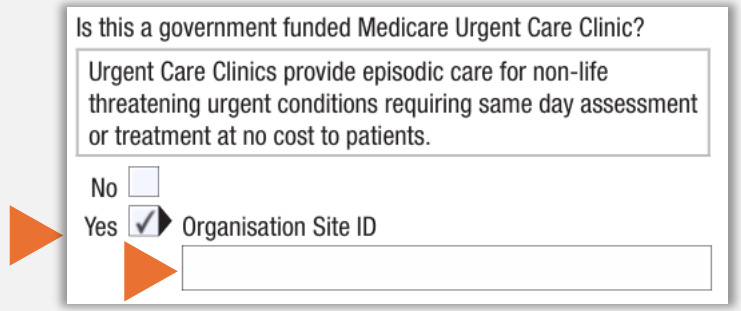
Applying for your Medicare UCC MPN using the paper forms (HW019 or HW088)

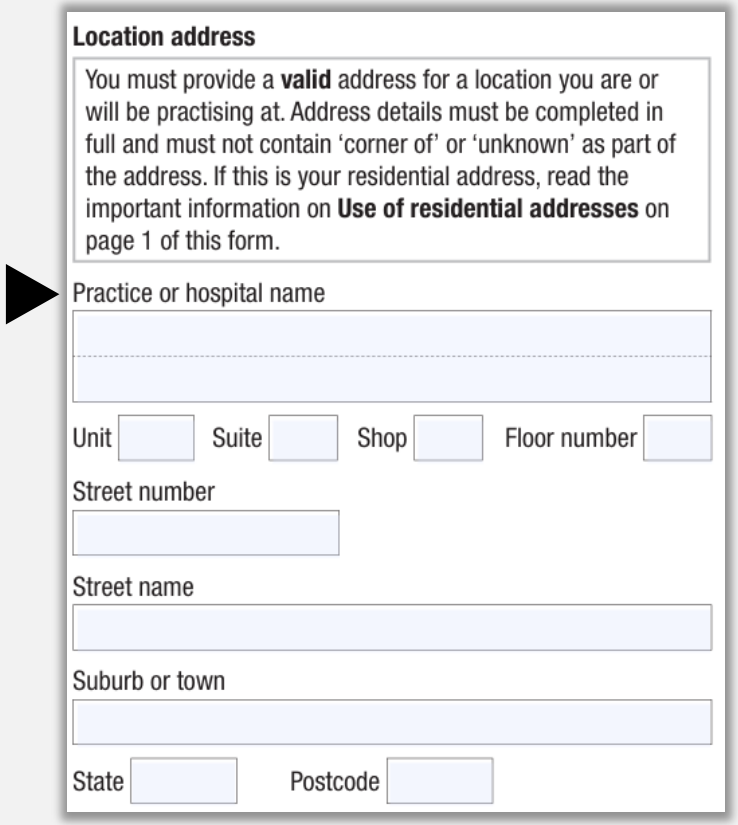
If you can't apply online, then you can use these paper forms:

- GPs and PMPs use **HW019**
- nurse practitioners use **HW088**.

Top tips for success

- Ensure you indicate on the form that you will be working at a 'government funded Medicare Urgent Care Clinic' by ticking **Yes**.
- Insert the **Organisation site ID** for your clinic as provided by the Medicare UCC practice manager.
- Ensure the address associated with your Medicare UCC MPN **exactly matches** the physical address of the practice in the Organisation Site Record.
- ✓ **Submit your completed application following the instructions provided on the form.**





Glossary

FAQ	Frequently Asked Questions
HPOS	Health Professional Online Services
MPN	Medicare provider number
PRODA	Provider Digital Access
GP	general practitioner
Medicare UCC	Medicare Urgent Care Clinic
PMP	prescribed medical practitioner

Feedback

You can provide feedback on this resource or any others via the **Feedback form** on the **Health Professional Education Resources** website.

It is helpful to include the specific resource code or title in your feedback. For this resource, please use the code **UCCBOOK1**.