


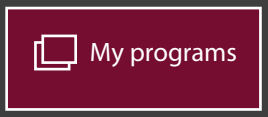

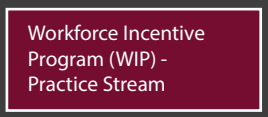










Confirm your WIP





Quarterly Confirmation Statement in HPOS

An owner or primary and secondary authorised contact person can do this.

-  Log on to **HPOS** using your **PRODA** account. 
-  Select the **My programs** tile. 
-  Select the **Workforce Incentive Program (WIP) - Practice Stream** tile. 
-  Under the **Current Practices** section, select **Update** against your Practice ID. 
-  Select **Quarterly Confirmation Statement (QCS)** from the Main menu. 
-  Check the **Calculation month**
*Calculate the **actual average weekly hours** (Hours:Minutes) for each eligible health professional for the relevant payment quarter's reference period.* 
-  Under **Health Professional Weekly Contracted Hours**, check your practice's health professional details. 

If the health professional details are correct, go to Step **9**

If the health professional details need updating, go to Step **8**

-  Select **Update Hours for Quarter**
Enter your health professional details:
 - Type
 - Last Name (optional)
 - First Name (optional)
 - Identifier type and number, if they don't have an identifier select **Not Reported**
 - Weekly Contracted Hours (Hours:Minutes).
-  Read and select the appropriate **declaration** and select **Confirm**. 

For more information, view the WIP - Practice Stream - HPOS User Guide at servicesaustralia.gov.au

