



6 September 2010

Medical Registration Due Now

The Medical Board of Australia has just mailed 40,000 medical practitioners reminding them to renew their medical registration by 30 September 2010.

This represents about half the medical practitioners who are now registered to practise across Australia (except in Western Australia, which is expected to join the national registration and accreditation scheme later in 2010).

Most medical practitioners sent a renewal notice will be able to renew their medical registration online. The renewal notice correspondence included a user ID and password to access the Australian Health Practitioner Regulation Agency's (AHPRA) online service centre.

More than 20,000 practitioners from most of the 10 registered health professions have renewed online since 1 July 2010.

Do I have to renew?

The Board is now sending registration renewal notices to medical practitioners with general, specialist, limited or non-practising registration in Victoria, Tasmania, the ACT and South Australia.

Most Queensland medical practitioners renewed their registration with the Medical Board of Queensland by 30 June 2010 and are now registered until 30 June 2011.

Registration renewal for many medical practitioners in NSW is linked to the practitioner's birthdate and these renewal reminders will be sent out progressively as they are due.

Western Australia (WA) has not yet joined the national scheme, so practitioners registered in WA will renew this year with the Medical Board of Western Australia and are expected to transition to national registration later in 2010.

The registration renewal period for practitioners with Limited Registration is linked to the anniversary of their initial registration and therefore varies throughout the year.

Quick check

To find out if you are due to renew your registration, go to www.medicalboard.gov.au and click on the Medical Register – follow the prompts to check your registration status and your registration renewal date. This will tell you if you should expect a letter and are due to renew by the end of the month.

How do I renew?

Online

The easiest way to renew is online. Online renewal is now available to most doctors whose renewal is due on 30 September. Only medical practitioners with limited or non-practising registration cannot renew online.

- Step 1: When you receive your letter from the Medical Board of Australia, go to www.ahpra.gov.au and have with you your letter from the Board (which has your user ID and password) and your credit card details.
- Step 2: Go to the top right of the screen and, under Online Services, click the 'renew registration' tab.
- Step 3: Follow the prompts to complete your application to renew your registration online. There is also a guide to renewing your registration online published on the home page of the Medical Board website at www.medicalboard.gov.au
- Step 4: You will need to make declarations in the renewal process that you meet the Board's registration standards related to English language skills, Professional Indemnity Insurance, Recency of Practice, Continuing Professional Development and Criminal History.

Renew in hard copy

AHPRA is now processing a large number of postal applications and has made the following arrangements to make this as smooth as possible for registrants.

Complete applications

- Step 1: Send AHPRA (GPO Box 9958 in your nearest State or Territory capital city) a completed application for renewal of registration
- Step 2: AHPRA will send you a letter confirming your renewal has been approved. AHPRA is updating registrant details on the public register as a priority. If there is a delay in these details being published on the online public register, you can use your confirmation letter from AHPRA as evidence of renewal of registration until the register is updated.

Incomplete applications

If you have sent AHPRA an application for renewal of registration that is not complete:

- AHPRA will return the application to you by mail so you can complete it and return it to AHPRA by 30 September 2010
- You can go online to www.ahpra.gov.au and apply to renew your registration online
- You can also return the completed application form to AHPRA, GPO Box 9958 in your state or territory capital city.

Applications requiring follow-up

If you submit an application that needs to be assessed, AHPRA will contact you directly. This is sometimes the case when an incomplete application has been submitted or it requires further clarification on some details.

Registrants who have lodged an application to renew may continue to practise while their renewal is decided.

How much do I have to pay?

The Medical Board of Australia has set the following registration fees:

- \$650 for general registration
- \$125 for non-practising registration
- \$250 for Limited registration (public interest - occasional practice). This type of registration was only available as a one off transition arrangement for practitioners who on 30 June 2010 held a type of registration that allowed them to refer and/or prescribe, but not receive a fee

or benefit for providing these services. Their registration had previously been granted because they had indicated they had retired from regular practice and intended to practise only on an occasional basis.

If you do not renew on time, you will also have to pay a late fee of \$325.

What if I don't renew on time?

You should try to renew your medical registration by the due date. Under the National Law, if you do not renew on time, you will remain registered for a one month 'grace period'. You can renew during this time (eg: until 31 October 2010) but you will have to pay a late fee of \$325 in addition to your registration renewal fee of \$650.

If you are due to renew by 30 September and you do not renew your registration by 31 October, your name will be removed from the Register of Medical Practitioners and you will not be registered to practise.

The Board has no discretion under the National Law to extend registration to any medical practitioner who has not renewed within the one month 'grace period'. If you wish to practise again you must make a new application for registration and meet all the requirements under the National Law. This includes providing proof of identify and qualifications and criminal history checks.

Email address

The Medical Board of Australia is encouraging doctors to provide AHPRA with their email address and mobile phone number, so the Board and AHPRA can contact the profession with important updates and information. The Board has confirmed it will use email communication sparingly but there are times when direct email contact with all registered doctors will be very helpful.

Registration renewal reminders will be sent to medical practitioners via sms when this is possible.

Specialist register

The Medical Board has acknowledged that the Medical Register is not yet displaying all correct information about doctors with specialist registration. AHPRA and the Board are working with the specialist colleges and Medicare Australia to verify data about specialist qualifications. AHPRA is also addressing technical issues with the transfer of data to the register at the start of the National Registration and Accreditation Scheme.

Change details

If your details are not accurate on the specialist register, and you have already provided correct information, you do not need to do anything. AHPRA is progressively correcting these issues.

If the details of your specialist registration are not displayed accurately on the specialist register and you have not advised AHPRA, go to www.medicalboard.gov.au, click on forms, and download the Form for transition to medical specialist registration under the National Law - FTMS-03 (169 KB,PDF) and send this to AHPRA.

More information

The Board has published detailed information on its website at www.medicalboard.gov.au about the registration standards, the transition to national registration and what doctors must now do to register to practise.

The Board has also published FAQs on registration renewal on its website at www.medicalboard.gov.au.

