

Healthcare Identifiers Service Application to deactivate or retire a contracted service provider organisation (HW048)

When to use this form

Use this form to deactivate or retire a contracted service provider (CSP) organisation within the Healthcare Identifier (HI) Service.

Contracted service provider organisations

A CSP organisation is a legal business entity that is registered with the HI Service by the CSP officer.

A CSP organisation provides the following services under contract to a healthcare provider for HI Service and/or My Health Record purposes:

- information technology systems
- · communication of health information
- health information management.

Deactivate

A CSP organisation will be automatically deactivated if the last link to a healthcare organisation record has been removed.

The CSP organisation may also elect to no longer participate in the HI Service. Upon deactivation, the CSP organisation record and National Authentication Services for Health (NASH) Public Key Infrastructure (PKI) certificate cannot be used in an operational context within the HI Service.

Retire

A CSP organisation record may be retired when a CSP organisation permanently ceases to operate as a legal business entity or permanently seeks to withdraw their participation in the HI Service. All links to healthcare organisation records will be end dated.

The CSP record and NASH PKI certificate cannot be used in an operational context within the HI Service.

For more information

You can:

- go to servicesaustralia.gov.au/hiservice
- email healthcareidentifiers@servicesaustralia.gov.au
 There may be risks with sending personal information through unsecured networks or email channels.
- call 1300 361 457 Monday to Friday, 8:30 am to 5 pm, Australian Eastern Standard Time.

Filling in this form

You can fill this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and complete it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

Applicant's details

As the person completing this form, you **must** be registered as a CSP officer for the CSP organisation being deactivated or retired.

	Mr Mrs Miss Ms Mx Other
dl	mily name
irs	st given name
Se	cond given name
Da	te of birth (DD MM YYYY)
	nder Male Female lon-binary
3u	siness address
	Postcode
,08	stal address (if different to above)
	Postcode



MCA0HW048 2412

Contracted service provider organisation details

Identify the CSP organisation number and organisation name you

wish to deactivate or retire. CSP organisation registration number CSP organisation name 9 **Business address** Postcode Postal address (if different to above) Postcode 10 I would like to: Tick one only deactivate this CSP organisation retire this CSP organisation 11 Reason for the CSP organisation record update

Privacy notice

12 Your personal information is protected by law, including the *Privacy Act 1988* and is collected by Services Australia and the service operator of the Healthcare Identifiers Service, for purposes related to the operation of the Healthcare Identifiers Service. The collection of this information is authorised by the *Healthcare Identifiers Act 2010*, and is required to process your application.

Your information may be used by Services Australia, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which Services Australia will manage your personal information, including our privacy policy, at **servicesaustralia.gov.au/privacypolicy**

Declaration

13 I declare that:

 the information I have provided in this form is complete and correct.

I understand that:

- penalties for unauthorised access and misuse apply under the Healthcare Identifiers Act 2010.
- giving false or misleading information is a serious offence.

Applicant's signature

Date (DD MM YYYY)

Returning this form

Return this form and any supporting documents by:

- email to healthcareidentifiers@servicesaustralia.gov.au
 There may be risks with sending personal information through unsecured networks or email channels.
- post to

Services Australia HI Service PO Box 2987 MELBOURNE VIC 3001

fax to 03 9605 7987