



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.

1 CSP officer registration number (if known))

2 Dr Mr Mrs Miss Ms Mx Other

Family name

First given name

Second given name

3 Date of birth (DD MM YYYY)

4 Gender

Male

Female

Non-binary

5 Business address

 Postcode

Postal address (if different to above)

 Postcode

6 Daytime phone number (including area code)



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