



## Broadband for Health—Incentive Claim Form (1 July 2005—30 June 2006) Explanatory Notes

### What is Broadband for Health?

The Australian Government's Broadband for Health program supports the use of broadband services by health organisations, in this instance eligible general practices and Aboriginal Community Controlled Health Services (ACCHS) - jointly referred to as practice locations. The Department of Health and Ageing (DoHA) will provide an incentive for the uptake of qualified broadband services and additional value-added services by eligible practice locations. The incentive will be set at a level sufficient to meet the full installation and 12 months usage costs of at least one qualified service and provide the opportunity to consider purchase of additional value-added services, capped by geographic zones. Broadband suppliers undergo technical, commercial and customer service assessment by DoHA to become Qualified Service Providers (QSPs). QSPs are obliged through agreements with DoHA to provide professional services to eligible practice locations. Details of QSP obligations can be found in the Operational Guidelines [www.medicareaustralia.gov.au/providers/online\\_initiatives/broadband](http://www.medicareaustralia.gov.au/providers/online_initiatives/broadband)

### About the Broadband for Health Incentive

Organisations should note that incentives vary depending on geographical location and what broadband services organisations can access (terrestrial, wireless or satellite services). Information about what incentives will be paid and under what circumstances is available at the DoHA website at: [www.health.gov.au/ehealth/broadband](http://www.health.gov.au/ehealth/broadband)

### Additional Security Incentive

From 01 July 2005 DoHA will provide an additional one-off \$1000 incentive to assist general practices locations address issues around internal local network security. To access this incentive, eligible organisations must declare they have completed the Security Awareness and Conformance Report (SACR). It is necessary to forward a copy of the completed report to Medicare Australia with your broadband incentive claim form. This security incentive is only available to Broadband for Health participants from 01 July 2005 to 30 June 2006. You will still be required to complete the SACR from 01 July 2006.

### South Australia Applicants

If you are applying from South Australia (SA), the SA Department of Health in partnership with the SA Divisions of General Practice has pre-negotiated a security solution for you as part of HealthConnect implementation. If you choose this option on the incentive claim form, the security incentive will be paid direct to SA HealthConnect on your behalf. This option will be reported to SA HealthConnect by Medicare Australia.

### How do I claim the Broadband Incentive?

This form should be used to claim your broadband incentive from Medicare Australia after referring to the Operational Guidelines (see above). Successful applicants will receive payment directly to their nominated bank account.

### How do I complete this form?

You should complete this form using the Unique Identification Number (UIN) allocated to your practice. You should also include, at part C, QSP and Services Codes – your QSP should provide you a Statement of Supply which will assist you. A customer Reference Number will be allocated by your QSP. This information needs to be included at Part C, along with contract signature date and expected installation date (if new applicant). Please note if the claim form is not correctly filled out, the document will be rejected which will delay your payment. Confirmation of installation will be reported directly from your QSP to Medicare Australia.

### Who should complete this form?

An authorised representative of the organisation (for example the Practice Manager or Practice Principal) should complete this form on behalf of the organisation.

### What documents do I need to provide Medicare Australia to claim the Broadband for Health Incentive?

In most instances an organisation will only need to submit this form and the SACR. It is also recommended you attach the Statement of Supply. Organisations that are claiming a satellite incentive will need to submit evidence to Medicare Australia that they have been unable to have an alternative technology supplied to their location. Please refer to the Operational Guidelines for further information.

### Are additional clinic locations eligible?

Additional practice locations that are linked to an eligible organisation may also be eligible. A separate Broadband Incentive Claim Form, and SACR, must be completed for all eligible practice or clinic sites. Additional sites should already have been issued with a separate UIN. If this has not occurred please email [bfhp@medicareaustralia.gov.au](mailto:bfhp@medicareaustralia.gov.au) for further information.

### Privacy Statement

The information provided in this form is collected by Medicare Australia for the purposes of administering payments for this program through arrangement with DoHA. This information may be used by Medicare Australia to assess your entitlement for an incentive payment under the program. This information (which may include identifying information relating to this Claim Form) may be provided to DoHA for statistical and policy development purposes. Additional identifying information will be supplied by the QSP to Medicare Australia. Results from the Security Assessment and Conformance Report may be used by the divisions network to further support your connectivity requirements.

### Where can I find further details about program?

More detailed information about the program, claiming arrangements etc is available in the Operational Guidelines, at [www.health.gov.au/ehealth/broadband](http://www.health.gov.au/ehealth/broadband) or by calling 1800 818 111.

### Where do I send this form?

Please mail all correspondence to:  
Broadband for Health  
PO Box 9822  
Hobart TAS 7001

**Or fax to: 03 6215 5448.**



## Part A—To be completed by organisation

What are you claiming

- New Client + Security Incentive     Security Incentive only  
 Renewal + Security Incentive     Renewal only

Unique Identification Number

B F H

Organisation name

Organisation location (street address)

Postcode

Mailing address (if different)

Postcode

Type of organisation

- PIP practice If PIP Please supply PIP Number   
 ACCHS  
 Other practice  
 Exceptional Circumstance

Number of GPs practising at location

(If insufficient space record all other providers and attach to this form)

Name	Provider No

Has your organisation had broadband connected before?  Y  N

If Yes please supply name of previous broadband provider

## Part B—Payment

Authorisation for Payment to organisation's bank account (please complete bank details below):

BSB number          Account number

Account name

Name of financial institution

### Medicare Australia Office Use only

Date Received  /  /  RRMA

Total Incentive to be paid \$

## Part C—Details of services

Type of Broadband for Health connection

- Terrestrial     Wireless     Satellite

Name of Service Provider

Service Code

Customer Number

(Your Qualified Service Provider can provide the Service Code, Customer Number, the following service costs and the expected installation date)

Expected installation date

(Note that installation will be confirmed by your service provider to Medicare Australia)

Date contract signed

A Cost of base QS installation (excluding GST) \$

B Cost of base QS annual fees (excluding GST) \$

C Cost of value-added services (excluding GST) \$

D Total cost of all services (A+B+C) (excluding GST) \$

(Note that an incentive amount will only be paid up to the maximum value for which your organisation is eligible)

Please describe the value-added services you wish to install:

- Additional bandwidth and/or download allowance  
 Enhanced network components  
 Voice over Internet Protocol (VoIP)  
 Videoconferencing  
 Other (please describe briefly):

## Part D—Declaration by Organisation

Security Requirements  Attached

I declare that:

- I have completed the Security Awareness and Conformance Report and I understand that the payment should be used towards any security requirements I identified in completing the report. I acknowledge that all steps taken to ensure the security of my organisation's health information remain my responsibility.
- For South Australian applicants only:** I choose to take advantage of the pre-negotiated HealthConnect security arrangements, in which case the security incentive will be paid direct to the South Australian government on my behalf:  Yes  No

- I am authorised to make this application on behalf of the organisation for the BFH Subsidy.
- All the information provided is true and correct.
- I have read and concur with the BFH Explanatory Notes and BFH Operational Guidelines.

Name of authorised representative of the organisation

Organisation phone number     Organisation fax number

Signature     Date