



## Add a new practitioner

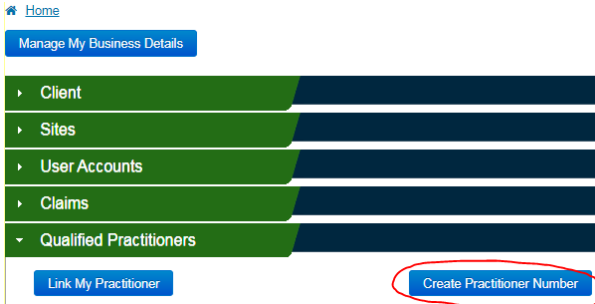
### What access do I need?

SP Admin or SP Manager access

### What else do I need?

Your qualified practitioner's details (name, date of birth, gender, qualification, and PPB membership). Check the practitioner has not previously been issued a QP number.

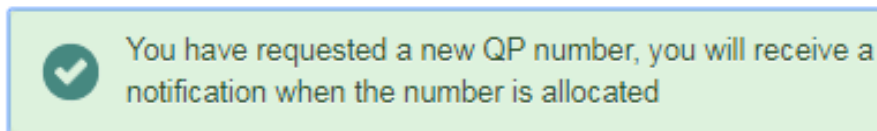
## Create practitioner number page



Login to the portal. From the landing page, open the **Qualified Practitioners (QP)** tab and click the **Create Practitioner Number** button.

## Filling out the practitioner details screen

You will need to enter the Name, Gender, Date of Birth, Qualification (audiologist/audiometrist), and which Practitioner Professional Body they are a member of. Once you have completed these fields, click **Submit**. You will receive a confirmation message.



You can begin to provide services as soon as you have requested a QP number via the portal.

## When do I get my QP number?

When the number is issued by Medicare, you will receive an email confirmation. The email will be sent to the listed portal address for the business. This can take up to six weeks.

## When can I start providing and claiming for services?

You can provide services straight away, but will need to wait until your QP number is issued to lodge claims for these services.

### Don't forget to create a link to your new practitioner!

Submitting an application won't link you to the practitioner. You will need to create a link with the practitioner once their QP number is issued.