



## Practitioner Links

### What access do I need?

**SP Admin** or **SP Manager** role.

### What else do I need?

Their **Qualified Practitioner (QP) number** and their **start date** with your organisation.

Providers must link a QP to their organisation in the portal in order to submit claims.

## Creating a New QP Link

### Qualified Practitioners

Link My Practitioner

QP Number \*

Practitioner Name

Start Date\*

End Date

From the landing page, open the **Qualified Practitioner** accordion.

To link a QP that is new to your organisation, select **Link My Practitioner**

Enter the QP number, practitioner's name and their start date with your organisation.

**Save.**

You will receive a message confirming the QP has been linked.

Qualified Practitioners

You have successfully added Mr Practitioner Name - 1234567A

## Finalising a QP Link

Qualified Practitioners

| QP Number            | Practitioner Name    | Start Date           | End Date             | Edit                 |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

When a Practitioner ceases employment with your organisation, a Provider must reflect this by adding an end-date to the QP Link – this will cease the portal relationship.

**Search** for the Practitioner using QP Number.

When you have located the appropriate QP Link, click the **Pencil** icon under **Edit**. Add the appropriate end-date, then **Save**.

| Start Date | End Date   | Edit                           |
|------------|------------|--------------------------------|
| 08/03/2006 | 09/03/2006 | <input type="text" value="✎"/> |

## Re-linking a QP

If a Practitioner is re-joining your organisation (after having been finalised), the QP Link can be reinstated. First locate the (currently - finalised) Practitioner Link. Click the **pencil** icon under edit, then **add (the new) Start Date**, delete any characters in the **End Date**, then **Save**

Start Date\*

End Date

**Please note**, when a QP leaves an organisation, the provider is responsible for ensuring all claims have been finalised and for updating the end date to show the QP is no longer linked to them.