



## Creating or updating a practitioner link

### What access do I need?

SP Admin or SP Manager role.

### What else do I need?

To link a practitioner, you will need their Qualified Practitioner (QP) number and their start date with your organisation.

### When would you need to link a practitioner

Service providers must link newly employed QP's to their organisation in order for claims to be submitted through the HSO portal.

**Qualified Practitioners**

[Link My Practitioner](#)

QP Number \*

Practitioner Name

Start Date\*

End Date

[Save](#) [Cancel](#)

Log on to the portal. 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. Select **Save**.

You will receive a message confirming that the QP has been added or linked to your organisation.



You have successfully added Practitioner name – QP number. Please wait five working days before processing any electronic claims for this practitioner with the Department of Human Services (DHS).

### Has the practitioner been linked to your site in the past?

If you are trying to link a QP who has previously worked at your organisation, you will need to search for them and edit their end date.

**Qualified Practitioners**

[Link My Practitioner](#) [Create Practitioner Number](#)

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

Start Date	End Date	Edit
08/03/2006	09/03/2006	

Start Date\*

End Date

[Save](#) [Cancel](#)

Log on to the portal. From the landing page, open the **Qualified Practitioner** accordion.

A list of QP's currently linked and/or previously linked to your organisation will be displayed.

Search for the QP by entering their name in the **Practitioner Name** field.

Select the edit symbol, enter their new start date and remove their end date. Select **Save**.

You will receive a message confirming that the QP link has been updated.

**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.