



1 October 2011

### **Renewal Medicare Provider Number Application via the Rural Locum Relief Program**

The relevant application forms and a list of the documentation **NSW RDN requires to process your re-enrolment on the Rural Locum Relief Program (RLRP)** are attached.

In re-enrolling on the RLRP, you are agreeing to obtain GP specialist qualifications within four (4) years full time equivalent (FTE) service on the program. Extension of the RLRP beyond 4 years is not guaranteed or implied. Also the Department of Health and Ageing requires confirmation that you have actively participated in Continuing Professional Development activities and also made significant progress towards obtaining post-graduate qualifications in general practice.

It is important to be aware of the time required to process an application for a Medicare provider number. RDN requires a minimum of 14 days to process an application for enrolment in the RLRP and submit the application to Medicare Australia. These 14 days commence when we receive all the necessary documentation. If any documents are not provided, or are incomplete, your provider number **may be delayed**. Please be aware that receipt of the necessary documentation is not a guarantee of your eligibility for the RLRP. You should allow 28 days for the provider number renewal to be processed by the Department of Human Services (Medicare Australia). This is in addition to the 14 days required by RDN.

In order for RDN to consider your re-enrolment on the RLRP, please ensure that all of the following documentation is provided **and returned to the Newcastle Office of RDN**:

#### Application

\* RLRP Renewal Form:

- Section A (to be completed by you)
- Section B (to be completed by your principal mentor)
- Confirmation of CPD Activities and progress towards Fellowship (to be completed by you and provided from ACRRM / RACGP and a letter from your principal mentor)

Any subsequent renewal(s) of this Medicare Provider Number(s) via the RLRP will also require confirmation by RDN that you have:

- actively participated in Continuing Professional Development activities; and
- made significant progress towards obtaining post-graduate qualifications in general practice recognised under the Act.

If you have any questions please phone the RDN Recruitment Team in the Newcastle Office on (02) 4924 8060.

Sincerely,

RDN Medical Recruitment Team