

Failure to complete fields correctly may lead to delays in stock delivery. Print in **BLOCK LETTERS**

Date / /	Provider number (must be completed) 	Provider's full name (not practice name)
		Business name
Street address including business name (a PO Box address is not acceptable for courier delivery)		
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Postcode	Email	
Delivery instructions:		
<b>Details of person placing the order</b>		
Full name	Daytime phone number ( )	
Your signature	Fax number ( )	

## IMPORTANT INFORMATION

The warehouse will issue stock to providers who do not have internet access. Some products have a maximum limit imposed. If you have a special requirement, make sure you call **1800 067 307** before placing your order or include the details in the comments section.

Comments

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To discuss electronic options that could suit your practice, call eBusiness Service Centre **1800 700 199** or alternatively the provider helpline on **132 150** Monday to Friday, between 8:30 am and 5:00 pm, Australian Eastern Standard Time. **Note:** Call charges may apply.

Form description	Code	Content per unit	Number of units required
Application to copy or transfer from one Medicare card to another (remote areas only)	MS011 (formerly 3170)	1 form	
Bank account details Collection form	MS013 (formerly 1579a)	1 form	
Bulk bill In-Hospital Service	DB1H	1 form	
Bulk bill voucher General, Specialist and Diagnostic	DB4	500 forms (1 Box)	
Bulk bill voucher Allied Health Professional	DB2-AH	1 form	
Bulk bill voucher Dental Provider	DB2-DB	1 form	
Bulk bill voucher Dental Practitioner	DB2-DP	1 form	
Bulk bill voucher General Practitioner	DB2-GP	1 form	
Bulk bill voucher Optometrist	DB2-OP	1 form	
Bulk bill voucher Other	DB2-OT	1 form	
Bulk bill voucher Pathology	DB3	1 form	
EDI env stickers Medicare (GP-red)	12053	3 sheets	
EDI env stickers Medicare (pathology-green) Victoria only	EDIPATH	3 sheets	
Electronically Transmitted claims voucher form	DB4E	500 forms (1 Box)	
Envelopes DL size only	4613	1 envelope	
Medicare Child Dental Benefits Schedule brochure holder	2198	1 brochure holder	
Medicare Claim form	MS014 (formerly PC1)	1 form	
Medicare enrolment application (remote areas only)	MS004 (formerly 3101)	1 form	
Medicare Notification of deceased person form	MS033 (formerly 3300)	1 form	
Medicare Safety Net Registration and Amendment for Couples and Families form	MS016 (formerly SN1)	1 form	
Non-hospital patients	DB1N	1 form	

Form description	Code	Content per unit	Number of units required
Non-hospital patients Allied Health Chronic Disease Dental Scheme	DB1-DP	1 form	
Non-hospital patients Allied Health Professional	DB1N-AH	1 form	
Non-hospital patients Medicare Child Dental Benefits Schedule	DB1N-DB	1 form	
Pathology continuous	DB5	1000 forms (Box)	

Promotional material			
AODR and Donate Life - Discover the facts about organ and tissue donation brochure	9660	50 brochures	
Electronic claiming poster (A4)	2539	1 poster	
Medicare Safety Net brochure	8259	50 brochures	
Pharmaceutical Benefits Scheme brochure	8146	50 brochures	

For items not included on order form, call the Medicare provider enquiries line on **132 150**.

<p><b>For more information</b></p> <p>For more information, go to <a href="http://humanservices.gov.au/hpforms">humanservices.gov.au/hpforms</a> or call <b>1800 067 307</b>.</p> <p><b>Note:</b> Call charges may apply.</p>	<p><b>Returning your form</b></p> <p>Send the completed form to:</p> <p><b>Department of Human Services</b>  <b>PO Box 7077</b>  <b>CANBERRA BC ACT 2610</b></p> <p>or fax: <b>02 6260 2770</b></p> <p>or email: <a href="mailto:dhsorders@nationalmailing.com.au">dhsorders@nationalmailing.com.au</a></p>										
<p><b>Other useful phone numbers</b></p> <table> <tbody> <tr> <td>PBS stationery order forms</td> <td><b>132 290</b></td> </tr> <tr> <td>Department of Veterans' Affairs stationery</td> <td><b>1800 155 355</b></td> </tr> <tr> <td>Medicare provider enquiries</td> <td><b>132 150</b></td> </tr> <tr> <td>Australian Immunisation Register enquiries</td> <td><b>1800 653 809</b></td> </tr> <tr> <td>Department of Health</td> <td><b>1800 020 103</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Chronic Disease Management (CDM) and Domiciliary Medication Management Review (DMMR) forms</li> <li>Get set 4 Life brochure</li> </ul>	PBS stationery order forms	<b>132 290</b>	Department of Veterans' Affairs stationery	<b>1800 155 355</b>	Medicare provider enquiries	<b>132 150</b>	Australian Immunisation Register enquiries	<b>1800 653 809</b>	Department of Health	<b>1800 020 103</b>	<p><b>Health Professionals Online Services (HPOS)</b></p> <p>HPOS is a fast and secure way for health professionals such as general practitioners, specialists, allied health professionals, dentists, practice managers and staff, to do business with us online. Health professionals have the ability to create an additional provider number, update existing bank account details, submit claims, view reports and verify patient eligibility including patient care plan history. Health professionals can also nominate delegates to undertake administrative tasks on their behalf, such as applying for practice incentives.</p> <p>If you would like more information about accessing HPOS and its services, go to <a href="http://humanservices.gov.au/hpos">humanservices.gov.au/hpos</a></p>
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**Privacy notice:** Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy) or by requesting a copy from the department.