

GP DETAILS to the Human Services Directory

If the GP details (eg address, phone number) are wrong on IBA, or the GP isn't listed on IBA, this is the form to use.

There are two 'types' of GP details:

1) Wrong details for a GP – use this form. If the actual GP details (eg: GP address) are wrong, do not update these details on IBA yourself. Do not add new GPs to IBA as details are lost once the database is updated – use this form. The Human Services Directory (HSD) is a statewide database managed by a private company for DHS. They will call the GP, check all details then update the Human Services Directory. Every two weeks RCH Health Information Services downloads this up-to-date database to IBA.

2) Wrong GP nominated to a patient. If a patient has the wrong nominated GP please change this via IBA. If you don't have IBA access to do this, please send completed "GP Details updates for a patient" form to Admissions fax 6202 (see website in below to print forms and other information).

GP details presently on IBA (the RCH database)

GP full name	Clinic Name
Provider number (if known)	
Clinic name	
Address	
Tel	Fax

Known up-to-date or new GP details

Please complete all known fields. This will be checked by the Human Services Directory.

GP full name	As above
Provider number (if known)	
Clinic name	
Address	
Tel	Fax

Your name:

Ward/area:

Ext/page:

Thanks!

Please fax to 6589 (Health Information Services)

HIS will forward to the Human Services Directory

Human Services Directory

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