

CheckUP Outreach Provider Registration Form Contents and Instructions

This is a reference document for the CheckUP Outreach Provider Registration Form. This is provided for reference only. All registration forms are to be submitted online.

Please note:

- If you are completing the Registration Form for the first time, the registration form **MUST** be completed in **one** sitting. The form cannot be partially saved. Once submitted, the form can be updated. In addition to this you have the option of clicking “Save and submit later”.
- If you have completed the form before, you will be able to update previous information and submit the form.

How to complete the Registration Form:

Step 1: To access the Registration Form you will require:

- 1) login details to CheckUP's Outreach Management System (OMS), and
- 2) a unique link to your Registration Form.

Not an existing OMS user? Please email contracts@checkup.org.au with your Name, Email address and Organisation/ Business name (as per your ABN). Login details will be sent to you.

Step 2: Prior to commencing the Registration Form, we highly recommend you review the supporting documentation provided, as outlined below.

As you navigate through the Registration Form, you will be required to provide contact details and details of contractual documentation (such as insurance expiry dates etc.). Please review the supporting documentation to ensure you have the required documentation available.

Step 3: Please click on your unique link, complete the Registration Form and submit.

Step 4: Once the Registration Form has been completed and copies of the documents listed on the [Contractual Requirements Evidence](#) have been provided, the Funding Schedule will be issued.

Funding Schedules will only be issued when these requirements have been met.

Please note:

- The registration form is for your organisation only and is only accessible via the unique link provided. Once initially submitted, the registration form can be accessed via this link again and will allow you to maintain your details over the contract period.
- Only users associated with your organisation in CheckUP's Outreach Management System (OMS) and who have access to the unique link can access and update the information on this form.
- Information collected via the online registration form will be stored securely in CheckUP's OMS.
- The registration form must be maintained by your organisation throughout the contracting period.
- Each organisation must ensure all information included in the registration form and all documentation provided to CheckUP remains up to date throughout the contracting period.
- CheckUP will undertake regular quality checks and audits to ensure information submitted through this process meets contractual requirements.

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Registration Form Contents

Organisation Details

Organisation Details

Name of Individual/Organisation (as per ABN)

1a Test Provider

Account Name *

1a Test Provider1

ABN *

1111111122

Please contact CheckUP at contracts@checkup.org.au if you need to update your ABN number or ABN status.

Please indicate what best describes the Organisation's main business function *

Aboriginal and Torres Strait Islander Organisation (ACCHO)/Medical Servi ▾

Do you intend to subcontract health professionals in the delivery of your CheckUP contract? Please note: CheckUP's Funding and Services Delivery Guidelines restrict subcontracting arrangements. Subcontracting arrangements are only considered under exceptional circumstances. *

No Yes

Is your organisation Not-For-Profit/Charity? *

No Yes

How many staff members does the organisation employ? (This includes all staff and not just those delivering CheckUP funded services) *

51-100 staff ▾

How many Aboriginal and Torres Strait Islander staff members does the organisation employ? *

6-10 staff ▾

Are you currently registered with Provider Connect Australia? *

Yes ▾

Does your organisation currently provide health services into Residential Aged Care Facilities (also referred to as Aged Care Homes, Nursing homes) while on outreach visits? *

Yes ▾

Is your organisation a registered NDIS provider? *

Yes ▾

Does your organisation have capacity to facilitate student placements on Outreach visits?

No Yes

Public Address

Information in this section (including your Account Name, Trading Name and ABN) will be used by CheckUP for the purpose of supporting health service access. Information may be published and accessible to the public via public platforms, such as the My Community Directory and Diary

Address 2: Street 1 *

PO Box 3205

Address 2: Street 2

Address 2: City *

Brisbane

Address 2: State/Province *

QLD

Address 2: ZIP/Postal Code *

4101

General Phone

07 3105 8300

General Fax

07 3105 8316

Website

<https://testprovider.com>

General Email

contact@test_provider.com

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Postal Address/Invoicing Address

Address 1: Street 1 *

Level 2, 36 Russell Street

Address 1: Street 2

Address 1: City *

Brisbane

Address 1: State/Province *

QLD

Address 1: ZIP/Postal Code *

4000

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Organisation Contact Details

Organisation Contact Details

Contract Person

Name of person who is legally authorised to enter into contracts on behalf of your organisation

Contact title *
 ▾

First Name *

Last Name *

Position *

Work Number *

Mobile Number *

Email Address *

Preferred method of contact *
 ▾

Delegated Authority for Schedule Changes

Name of person who is responsible for schedule changes to the contract

[Copy From Contract Person](#)

Contact title *
 ▾

First Name *

Last Name *

Position *

Work Number *

Mobile Number *

Email Address *

Preferred method of contact *
 ▾

Clinical Governance Contact

Name of person responsible for Clinical Governance

[Copy From Contract Person](#)

Contact title *
 ▾

First Name *

Last Name *

Position *

Work Number *

Mobile Number *

Email Address *

Preferred method of contact *
 ▾

.....

Financial Contact

Name of person responsible for receiving payment invoices

[Copy From Contract Person](#)

Contact title *
 ▾

First Name *

Last Name *

Position *

Work Number *

Mobile Number *

Email Address *

Preferred method of contact *
 ▾

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Optional Additional Contract Persons

In addition to the Contract Person nominated above, you have the option to nominate additional contacts to be cc'd into all correspondence relating to the Agreement (including contract variations).

Additional Contract Person 1

First Name

Last Name

Position

Email Address

Additional Contract Person 2

First Name

Last Name

Position

Email Address

Additional Contract Person 3

First Name

Last Name

Position

Email Address

Additional Contract Person 4

First Name

Last Name

Position

Email Address

Payment Details

Payment Details

CheckUP is required to have the payment details for the Organisation on file and up to date.

DO NOT send your bank details directly to CheckUP.

If you are registering as a Provider for the first time, CheckUP's finance team will arrange for collection and verification of your payment details through Eftsure. You will receive an onboarding email from EFTsure. Please follow the link to complete the process.

If you are an existing Provider and need to update your bank details, please contact finance@checkup.org.au and advise that they need to be updated. CheckUP will update your details through Eftsure's secure verification process.

Accreditation/Professional Registration

Accreditation With An Industry Standard

Accreditation is public recognition by an accreditation body of the achievement of accreditation standards.

Does your organisation have accreditation against one of the following standards or with one of the following bodies? *

No Yes

What Accreditation does your Organisation/Business have? *

Select options

Do the selected accreditation/s cover ALL services and locations that you/ your organisation is contracted to deliver under the CheckUP Service agreement?

No Yes

A copy of one up-to-date accreditation certificate is required to be held with CheckUP at all times.

Please ensure these are uploaded below.

CheckUP may request additional documentation and information as required.

OR

Accreditation With An Industry Standard

Accreditation is public recognition by an accreditation body of the achievement of accreditation standards.

Does your organisation have accreditation against one of the following standards or with one of the following bodies? *

No Yes

What Accreditation does your Organisation/Business have? *

National Safety and Quality Health Service (NSQHS) Standards

Do the selected accreditation/s cover ALL services and locations that you/ your organisation is contracted to deliver under the CheckUP Service agreement?

No Yes

A copy of one up-to-date accreditation certificate is required to be held with CheckUP at all times.

Please ensure these are uploaded below.

CheckUP may request additional documentation and information as required.

Professional Registration

Each Health Professional delivering services under the contract must be EITHER:

- an AHPRA registered health professional OR
- hold Membership with a Professional Body or appropriate health Qualification AND have a Blue Card.

General Practitioners delivering services under the Skin Cancer Early Detection (SCED) Program and the North Queensland Cancer Prevention (NQCP) Program:

Please upload evidence of training and/or experience in Skin Cancer Early Detection (Demoscapy) including but not limited to relevant accreditations awarded by Skin Cancer College of Australia, Healthcert and/or mentorship.

A copy of the appropriate up-to-date AHPRA registration certificates OR membership certificates OR health qualifications for those service providers delivering into locations NOT covered under the accreditation is required to be held with CheckUP at all times. **Please ensure these are uploaded below.**

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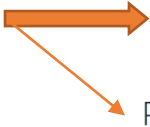
OR

Accreditation With An Industry Standard

Accreditation is public recognition by an accreditation body of the achievement of accreditation standards.

Does your organisation have accreditation against one of the following standards or with one of the following bodies? *

No Yes



Professional Registration

Each Health Professional delivering services under the contract must be EITHER:

- an AHPRA registered health professional OR
- hold Membership with a Professional Body or appropriate health Qualification AND have a Blue Card.

General Practitioners delivering services under the Skin Cancer Early Detection (SCED) Program and the North Queensland Cancer Prevention (NQCP) Program:
Please upload evidence of training and/or experience in Skin Cancer Early Detection (Demoscopy) including but not limited to relevant accreditations awarded by Skin Cancer College of Australia, Healthcert and/or mentorship.

A copy of the appropriate up-to-date AHPRA registration certificates OR membership certificates or health qualifications for all health professionals is required to be held with CheckUP at all times. **Please upload the professional registration certificates for EACH health professional delivering services under the contract.**

Credentialing Requirements When Working In A Queensland Health Facility

Health Professionals working within a Queensland Health facility must be credentialed with Queensland Health before commencing service delivery.

More information on this can be [found here](#).

Please upload current accreditation and/or professional registration documents here:

Accreditation File Upload

Upload New File



Name	File Type	File	Expiry Date	Uploaded by	CheckUP Acceptance	Created On	Modified On	
Test Provider AHPRA 20240603	Clinician Professional Registration Certificate	Test Provider AHPRA.pdf	30/06/2024			11/06/2024 8:30 AM	17/06/2024 2:22 PM	▼
Royal Australian College of General Practitioners Standards for general practices (RACGP Standards)	Organisation Accreditation Certificate	Organisation Accreditation.pdf	30/06/2024			12/06/2024 9:57 AM	17/06/2024 2:21 PM	▼



Insurances

Insurances

ORGANISATION'S PROFESSIONAL INDEMNITY INSURANCE

Please ensure that the Professional Indemnity Insurance Information has been uploaded below.

Note that this is only required if your name/your organisation's name does not appear on the Certificate of Currency.

It is mandatory that organisations have insurance with adequate coverage for the scope of clinical practice which they are contracted to provide services.

A copy of the appropriate up-to-date certificate of currency is required to be held with CheckUP at all times.

If your professional indemnity insurance is held through your membership with a professional registration body (e.g. Optometry Australia), please upload the insurance Certificate of Currency AND evidence of your membership below.

Does the Organisation's Professional Indemnity Insurance cover all Health Professionals delivering under the contract. *

No Yes

OR

Insurances

ORGANISATION'S PROFESSIONAL INDEMNITY INSURANCE

Please ensure that the Professional Indemnity Insurance Information has been uploaded below.

Note that this is only required if your name/your organisation's name does not appear on the Certificate of Currency.

It is mandatory that organisations have insurance with adequate coverage for the scope of clinical practice which they are contracted to provide services.

A copy of the appropriate up-to-date certificate of currency is required to be held with CheckUP at all times.

If your professional indemnity insurance is held through your membership with a professional registration body (e.g. Optometry Australia), please upload the insurance Certificate of Currency AND evidence of your membership below.

Does the Organisation's Professional Indemnity Insurance cover all Health Professionals delivering under the contract. *

No Yes

Please Note: You must ensure that all of your Personnel who are required by Law to maintain professional indemnity insurance, take out and maintain that insurance in the amount of not less than the amount specified in the relevant Funding Schedule.

PUBLIC LIABILITY INSURANCE

All providers must have Public Liability coverage that covers staff and patients. This coverage must be held by one of the following.

Please indicate which applies to you:

Public liability insurance is held/covered by *

the health service provider individually

I'm aware and understand the organisation is responsible for arranging and determining the suitability of any Additional Insurances deemed necessary for the delivery of services e.g. travel insurances. *

Registration Form Contents and Instructions



OR

PUBLIC LIABILITY INSURANCE

All providers must have Public Liability coverage that covers staff and patients. This coverage must be held by one of the following.
Please indicate which applies to you:
Public liability insurance is held/covered by *

the facility the health service provider is delivering services in

Visiting health professionals or contractors should not assume they are covered by a facility's Public Liability Insurance.
If you do not have your own Public Liability Insurance and are working within a host facility, you will need to direct any queries regarding insurance coverage to the relevant contact at that facility, as coverage will depend on the specific arrangements and agreements in place.
If further assistance is required, please contact the Clinical Governance team at CheckUP on (07) 3105 8300 or ask your Regional Coordinator or Program Manager to help direct you to the correct person in CheckUP.

I'm aware and understand the organisation is responsible for arranging and determining the suitability of any Additional Insurances deemed necessary for the delivery of services e.g. travel insurances. *

OR

PUBLIC LIABILITY INSURANCE

All providers must have Public Liability coverage that covers staff and patients. This coverage must be held by one of the following.
Please indicate which applies to you:
Public liability insurance is held/covered by *

the organisation that employs or contracts the health service provider

Please ensure that the Public Liability Insurance information has been uploaded below.
Visiting health professionals or contractors should not assume they are covered by a facility's Public Liability Insurance.
If you do not have your own Public Liability Insurance and are working within a host facility, you will need to direct any queries regarding insurance coverage to the relevant contact at that facility, as coverage will depend on the specific arrangements and agreements in place.
If further assistance is required, please contact the Clinical Governance team at CheckUP on (07) 3105 8300 or ask your Regional Coordinator or Program Manager to help direct you to the correct person in CheckUP.

I'm aware and understand the organisation is responsible for arranging and determining the suitability of any Additional Insurances deemed necessary for the delivery of services e.g. travel insurances. *

Please upload current insurance documents here:

Indemnity/Insurance File Upload

Upload New File

Name	File Type	Issuer	Policy Number	File	Expiry Date	Uploaded by	CheckUP Acceptance	Created On	Modified On	
Test Provider Indemnity Insurance	Organisation Professional Indemnity Insurance	AON	Test123	Prof Insurance 123.pdf	30/09/2024	Test Provider		17/06/2024 1:38 PM	17/06/2024 1:39 PM	⌵

Child Safety

Child Safety

Do you work with, or provide services or spaces for, children under 18 in Queensland? *

No Yes

If the answer is Yes, then the Child Safe Organisations Act 2024 (Qld) and associated Child Safe Standards apply, and compliance is required.

OR

Child Safety

Do you work with, or provide services or spaces for, children under 18 in Queensland? *

No Yes

If the answer is Yes, then the Child Safe Organisations Act 2024 (Qld) and associated Child Safe Standards apply, and compliance is required.

Child Safe Organisations

A child safe organisation puts the best interests of children and young people first. (Australian Human Rights Commission 2018).

[The National Principles for Child Safe Organisations](#) aim to provide a nationally consistent approach to creating organisational cultures that foster child safety and wellbeing.

CheckUP requires that ALL contracted service providers are Child Safe and is committed to supporting You in this regard. A Child Safe Organisation creates a culture that adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people.

You acknowledge and agree that:

- You have read, understand, have implemented and are compliant with the National Principles of Child Safe Organisations.
- You understand, are compliant with, and train all staff that interact with children on all laws (including but not limited to the Child Safe Organisations Act 2024 (QLD)) to understand and comply with their obligations relating to working with children, identifying and addressing child safety concerns and mandatory reporting of suspected child abuse and neglect.
- You have put into place practices that help protect children under 18 and vulnerable people (where applicable).
- You assess risks to child safety in or at work and implement measures to control and manage these risks.
- You ensure all staff treat children appropriately at all times.
- You understand that each Health Professional contracted to deliver services is a registered Health Practitioner under the Australian Health Practitioner Regulation Agency (AHPRA) or holds a current Blue Card and will maintain that registration for the duration of the Funding Schedule.
- Each Health Professional is required to maintain a police check. If a police check is not covered by an existing check (e.g. AHPRA, Blue Card) then a standard police check is required before any services are provided to children.
- I confirm that no personnel are prohibited under any Commonwealth, State, or Territory law from working in a role that may involve contact with children and/or vulnerable persons.

I acknowledge and agree with all the requirements outlined above regarding Child Safe Organisations.

I disagree.

Child Safety Safeguarding

Personnel must complete mandatory training on working with and safeguarding children under the age of 18 in Queensland, including on the Child Safe Organisations Act 2024 (Qld), the Child Safe Standards and the Universal Principle. This training may be provided by CheckUP or a third-party provider approved by CheckUP.

Has mandatory training on Child Safety been completed?

Yes

Please ensure evidence of completion from your organisation has been provided to CheckUP via the upload file below.

Child Safety Training Evidence File Upload

Upload New File

Name	File Type	File	Expiry Date	Uploaded by	CheckUP Acceptance	Created On	Modified On
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There are no records to display.

Cultural Responsiveness

Cultural Responsiveness Requirements

Improving access to health care services for Aboriginal and Torres Strait Islander peoples is a priority of CheckUP. CheckUP acknowledges Aboriginal and Torres Strait Islander people as the Traditional Custodians of this country and its waters.

CheckUP are committed to working in collaboration with our region's Aboriginal and Torres Strait Islander communities and peoples to improve their health and emotional and social wellbeing in the spirit of partnership. One of the ways we can achieve this is to support welcoming, culturally sensitive and safe environments for Aboriginal and Torres Strait Islander people to access appropriate services, and ensure staff delivering services to communities are culturally responsive. We recognise that being culturally responsive is a journey and not a destination.

It is a contractual requirement that all Health Professionals delivering Outreach services have undertaken cultural responsiveness training. Health Professionals have 3 months, following execution of the Outreach Service Contract, to demonstrate how they have met this requirement e.g. certificate of completion. Usual compliance audits will be undertaken to ensure all Health Professionals and Organisations have met this requirement.

The Indigenous Allied Health Australia is CheckUP's preferred provider of cultural responsiveness training. CheckUP has purchased the IAHA Cultural Responsiveness online training and offers modules 1 and 2 free of charge for all Health Professionals and Organisations delivering Outreach services.

- Level One – Start with Cultural Awareness
- Level Two – Unpacking the IAHA Cultural Responsiveness in Action Framework

The training is now available on CheckUP's Learning Management System (LMS). To access this training for free please [click here](#).

* This training is available at no cost via CheckUP's LMS to CheckUP Members and individuals and organisations contracted to deliver CheckUP Outreach

Have all Health Professionals delivering services under the contract undertaken some form of Cultural Responsiveness Training? *

This may include but not limited to cultural awareness training (previously completed online or at a workshop), orientation to the community by cultural ambassadors or experience with delivering to Aboriginal and Torres Strait Islander communities.

It is a contractual requirement for all Health Professionals to be culturally aware and competent, regardless of the service delivered, the location and the patient cohort seen.

No Yes

Please ensure evidence of completion for all Health Professionals has been provided to CheckUP via the upload file below.

Does the Organisation currently offer any of the following strategies to build ongoing cultural awareness and capability of staff or visiting staff? Select all that apply. *

Organisational RAP Plan (Reconciliation Action Plan- <http://www.reconciliation.org.au/>), Online Cultural Awareness Training

Does your Organisation have a Reconciliation Action Plan (RAP)? *

Yes

What services or supports does the Organisation offer or utilise when providing services for Aboriginal and/or Torres Strait Islander people? Select all that apply. *

Drop-in appointments

If None of these, Other or Not applicable please provide further explanation

Cultural Responsiveness File Uploads

Upload New File



OR

Have all Health Professionals delivering services under the contract undertaken some form of Cultural Responsiveness Training? *

This may include but not limited to cultural awareness training (previously completed online or at a workshop), orientation to the community by cultural ambassadors or experience with delivering to Aboriginal and Torres Strait Islander communities.

It is a contractual requirement for all Health Professionals to be culturally aware and competent, regardless of the service delivered, the location and the patient cohort seen.

No Yes

It is a requirement that level 1 and 2 of the Indigenous Allied Health Australia Cultural Responsiveness training (or other training from another provider) be completed within three months of contract execution. Please contact CheckUP if you require assistance.

Please note that if you submit your Registration Form without Cultural Responsiveness training completion, you must complete the training within three months of contract execution. The training can be found on the [CheckUP LMS](#) and certificates of completion can be uploaded via your registration form or emailed to contracts@checkup.org.au.

Adverse Findings and Declaration

Adverse Findings

Has there been any adverse findings made by the Health Insurance Commission, a Health Registration Board, a Health Care Complaints Commission/ Body, a Coroner, a Court or any other professional against you or any Health Professional delivering services under the contract which would be relevant to them providing the service? *

No Yes

Please contact CheckUP via email (contracts@checkup.org.au) and provide a brief description of each adverse judgement or settlement, and the year in which the event occurred.

Organisation Declaration

Name and Position of Declaration Signee *

Peter Example, CEO

By submitting this form, I, (name and position above) on behalf of the Organisation, *

- that the information that I have provided is accurate and correct.
- to the provision of the contracted services in accordance with the Outreach Terms and Conditions.

Save and submit later I Agree

General Comments

Date Declaration Was Made

29/05/2026

Submit



Further Information

For further information on the Registration Form, please contact CheckUP on 07 3105 8300 or email contracts@checkup.org.au.