

Urgent message to registrants

Was your registration due 30 June? Did you renew on time?

If not you **MUST** act now or your registration may lapse and you may not be able to practise medicine in Australia after 31 July.

Who is affected?

If you held **general registration** in Queensland and NSW and were due to renew your registration on 30 June or 1 July but did **NOT** do so.

If you have **limited registration** and your registration renewal is due now.

What is the problem?

If your registration was due on 30 June or 1 July and you did not renew your registration by 30 June, you **MUST** renew your registration now. If you do not renew your registration before 31 July 2010 your registration will lapse and you will not be able to practise medicine.

What is the Medical Board of Australia doing?

Through the Australian Health Practitioners Regulation Agency (AHPRA), the Medical Board is sending a letter to every doctor who is affected by this issue. The letter includes:

- A reminder to act **now** to renew your registration
- A login and password so you can renew online
- A renewal form, which you can complete and mail to AHPRA before 31 July

How can I renew online?

Step 1: Look out for your letter from AHPRA. Call AHPRA on 1300 419 495 if you do not get your letter by 26 July 2010

Step 2: To renew online, go to www.medicalboard.gov.au, click 'login to secure services' on the bottom left of the screen

Step 3: Enter the user ID and password issued to you by AHPRA and follow the prompts to renew online

Step 4: You will need to make declarations about the Board's new registration standards that came into effect on 1 July and you will need to pay your registration fee. Renewing online is easy but you can also access a quick guide on the website

Step 5: Your registration will be processed automatically unless you make an adverse declaration, which may need to be reviewed

Step 6: When you have renewed online, you can choose to print a statement of updated registration details or you can request a formal certificate to be issued by mail

- Step 7: If you have lodged your renewal with AHPRA you can continue practising until your renewal is decided and processed
- Step 8: If you have any questions about renewing online, call AHPRA on 1300 419 495 and a member of our team will talk you through it.

How can I renew by mail?

- Step 1: Look out for your letter from AHPRA. Call AHPRA on 1300 419 495 if you do not get your letter by 26 July 2010
- Step 2: When you get your letter, complete the enclosed registration renewal form. This includes making the relevant declarations about the registration standards required under the National Law, and including payment details
- Step 3: Return your completed form as soon as possible. If it is not received by AHPRA by 31 July 2010 your registration will lapse and you will not be able to practise medicine in Australia until you have renewed your registration
- Step 4: If you have any questions about completing the form, call AHPRA on 1300 419 495 and a member of our team will talk you through it.

What else do I need to do?

- You MUST meet new registration standards under the National Law (go to your national board website at www.medicalboard.gov.au)
- You MUST renew your registration before 31 July or you will not be registered and will not be able to practise legally