



CONTRACTOR CHECKLIST

When you finish university, no matter where you want to work as a dietitian you should do these following things. As if you are to ever work in private practice, or for yourself at any point these things are all important. We hope this resource really helps all of you.

APD REGISTRATION AND INSURANCE

1. **Register as a full APD** with DAA - www.daa.asn.au This will require an official academic transcript from your university confirming your completion of your approved dietetics university degree.
2. **Apply for an ABN** – <https://www.abr.gov.au/business-super-funds-charities/applying-abn> – this is free and simple
3. Secure **Professional Indemnity insurance** of at least 10 million liability (Aon is much cheaper than Guild) <https://business.insurance.aon.com.au/Professions/Health-Professionals/Allied-Health.aspx>
 - a. The 10 million minimum is recommended especially when working with Department of Veteran Affairs (DVA) clients. You may need up to 20 million minimum liability cover if you are working with some organisations, but you can always upgrade it later.

REGISTERING WITH MEDICARE/DVA

1. Apply for an **Initial Medicare Provider Number** - Provider numbers are essential to be able work with Medicare and DVA clients. When you register with Medicare, they will automatically register you with DVA as well as most private health funds, but it might be important to check this has occurred. If you do not have a provider number, no one will be able to claim rebates for seeing you as a dietitian.
 - a. If you haven't got an initial provider number yet, please use the correct form from the <https://www.humanservices.gov.au/organisations/health-professionals/forms/hw093>. It can take up to 6 weeks to receive it in the busy period (November – March), so it is important you do this ASAP. Don't worry though, you can start working once Medicare receives your application, however you and your clients will not be able to claim/process any rebates until you receive your provider numbers.
 - b. Call Medicare often to ensure you receive your provider numbers in a timely fashion as the numbers may be allocated many days before you receive this in the mail.
 - c. Once your numbers are allocated you must **register for PRODA** at <https://proda.humanservices.gov.au>. PRODA is an online provider portal that allows you apply for additional provider locations, update banking details, process medicare and NDIS claims and retrieve information relating to clients allocated medicare plans.

APPLYING FOR ADDITIONAL LOCATIONS

- To apply for additional provider numbers this is simple and obtained within 24 hrs instead of 6 weeks. To get a new provider number on PRODA, Go to “My details”, then “My Provider details”, and then “Create new provider number” filling out the forms as you go. If you are going to use any practice management software, ensure you add the Medicare Online ID (obtained from your practice)



CLAIMS AND PAYMENTS

1. If you applying for an initial provider number and are going to use practice management software, you will need to submit an [Online Claiming Provider Agreement form](#). The quickest way to get this information to Medicare is to email a copy to: provider.forms@humanservices.gov.au
2. If you are not using practice management software you will need to complete an Eftpos Claiming form and submit that to Medicare. Otherwise all Medicare and DVA payments you would usually receive, will remain in limbo until you submit this form or the Online Provider Agreement form to Medicare, and it is processed.

YOUR OBLIGATIONS

1. To ensure you know your responsibilities and requirements when working with clients under these schemes you **MUST download and read the Medicare and DVA provider guidelines** to ensure that you comply with all rules and regulations set down by these organisations. Failure to comply to these regulations can have serious consequences such as having to pay back all rebates paid to you or losing your registration as a dietitian with these organisations – i.e. no longer being able to practice.
2. Know your **Private Health Fund requirements** for clients to claim rebates for your services; what they can claim, how much and how often.

BASIC OFFICE ESSENTIALS

- You will need a **reliable car** and to ensure your car **licence** is up to date to use for proof of identity purposes and applications. This simple requirement can be responsible for holding many of you back.
- **Reliable computer with Office Suite** installed, and smart phone on the ready with a phone plan that allows for extra data in case you need this for tethering your devices.
- Have a complete list of **Superannuation fund** account details and **Tax File Number handy**.
- Have **copies** of your;
 - DAA membership certificate
 - DAA membership number
 - University Qualifications Certificate/Transcript
 - Professional Indemnity insurance certificate
 - AFP National Police Check (as some organisations will not accept a State Police Check)
 - Working with Children check
 - Any change of name documentation

ACCOUNTING

Talk to an accountant that has experience working in the medical/health field. They will be able to inform you of your legal and tax requirements you will need to setup to get rolling when working as a contractor. This may involve:

- Setting up a dedicated bank account for your income and expenses for work
- Linking a business card or credit card to the account for expenses



- Accounting software to manage your finances (such as Xero or MYOB) or even a basic Excel spreadsheet, or be willing to pay someone to manage it for you
- Discussions regarding tax deductions and claimable items and as a dietitian which may include things such as;
 - car expenses (calculations/log books)
 - professional memberships and insurances
 - Office supplies
 - work-related expenses
 - food/product samples
 - professional development (webinars, conferences, Dietitian Life).

GETTING A MENTOR

Find a mentor – look on the [DAA website](#) for possible mentors.

This is one of the hardest decisions that you may have to make, it is best to consider who might work not only best with you but have the right sort of experience you need. Check out our Youtube video answering this hard question. <https://www.youtube.com/watch?v=aSYyQYmsXC8>

PROFESSIONAL PROFILE

1. **Create a LinkedIn profile** with a recent bio pic (that you would be happy for potential employers to see), outlining your professional ambitions and goals and update regularly. Yes you will get employers stalking your page, it is the world we live in so use that to your advantage and make sure you include all information related to you that you want potential employers knowing. Once you do create your profile and don't forget to connect with [Peta](#) and [Tyson](#) on LinkedIn.
2. Join and **follow reputable Instagram pages/websites**, most importantly follow us at **Dietitian Life**. Follow us on [YouTube](#), [Facebook](#), [Instagram \(@dietitian.life\)](#), or listen to our podcasts on [Itunes](#).
 - You will have the opportunity to learn and be challenged by the content. But also allows you to ask questions of the Dietitian Life team when going for interviews, writing applications, starting jobs, or clinical questions in regarding clients you see. All free!!
 - Check out the resources for professional practice, courses and consultancy we have available , which will cover things like “How to market yourself in private practice”, “How to get results with weight management clients”, “What employers look for in candidates”, “How to implement a Low FODMAP diet from commencement, to challenges and final consult” and many more.

FINALLY

If offered a job, get advice on the contract you are about to sign before you sign it. Whether that be from your parents, friends or consulting a solicitor re. same. Don't be afraid to ask questions of your potential employer. It is much better if you ask questions BEFORE you join an organisation than after, because if you do it after it shows that you didn't actually know what you signed up for and can be really damaging to the relationship with your new employer, and put you under undue stress.

Go ahead and apply what you have learned in this resource!

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