EQUIFAX eCredential

eCredential
– User Guide for Health Practitioners –

Last Updated: **14 December 2018**

Version: **v2.00**

EQUIFAX eCredential

Contents

EQUIFAX eCredential

1 Getting started & Managing your account

eCredential is an online credentialing system which provides an organisation the ability to manage the end to end credentialing process online.

eCredential provides a self-manageable, centralised clinical profiling system which enables health practitioners and staff members to create and manage their own online career profile in a central, accessible and secure location: **https://myclinicalprofile.com.au/**

eCredential eliminates the need for paper-based processes, improves efficiency and ensures important actions are not missed.

Details can be kept up to date and easily submitted to organisations for consideration against open positions, or for re-credentialing.

In this section, learn how to:

- Launch eCredential

- Log into your account

- Change your username

- Change / reset your password

- Review, Print or Download your profile

- Manage your profile image

- Deactivate your account

1.1   Launch eCredential

1. Access eCredential using a web browser, such as Microsoft® Internet Explorer, Firefox, Chrome or similar.

2. Type *http://myclinicalprofile.com.au/* in the Address field at the top of the browser screen.

3. Click **Enter >** The eCredential system displays:
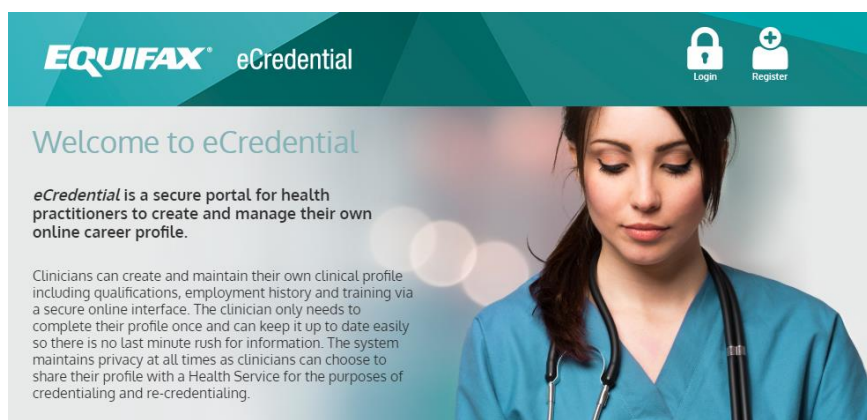
EQUIFAX eCredential

1.2   Navigating myclinicalprofile.com.au

Once you have entered *myclinicalprofile.com.au* into your browser address bar, the following screen displays:

Log-In: Use this option if you already have an account.

Remember: A hospital you have worked for either now, or in the past, may have already registered an account for you.

Register: If you are sure that you do not already have an account, then register a new account by using the 'Register' option.

If you **already have an account**, skip to the next stage – to Log Into your eCredential account.

If you are **new to the system**, then you will need to Register a new account.

1.3   Register & Create a new eCredential account

To create a new account in eCredential, follow these steps:

1. Open the eCredential myclinicialprofile site - *myclinicalprofile.com.au*

2. Select **Register new account** from the top right corner.

3. The Register a New Account screen displays.

Personal Details	
* Title	Please Select ▼
* First name	
* Surname	
* Date of Birth	📅
* Please state the countries in which you intend to practice	Country name

4. Enter the following details:

-   **Title** – Select a title from the drop-down list

-   **First Name**

-   **Surname**

-   **Date of Birth**

-   **Please state the countries in which you intend you intend to practice**

    This will ensure that the fields offered within your profile are suitable to the countries in which you intend to practice and allow profile submissions to these countries.

    This field may be modified in future within your profile.

5. Additional fields may be displayed depending on your practice country

Personal Details	
* Title	Please Select ▼
* First name	
* Surname	
* Date of Birth	📅
* Please state the countries in which you intend to practice	Australia × Malaysia × ✕
AHPRA Registration Number	
MMC Full Registration Number	

If one of the registration numbers entered is already registered the following message will display:
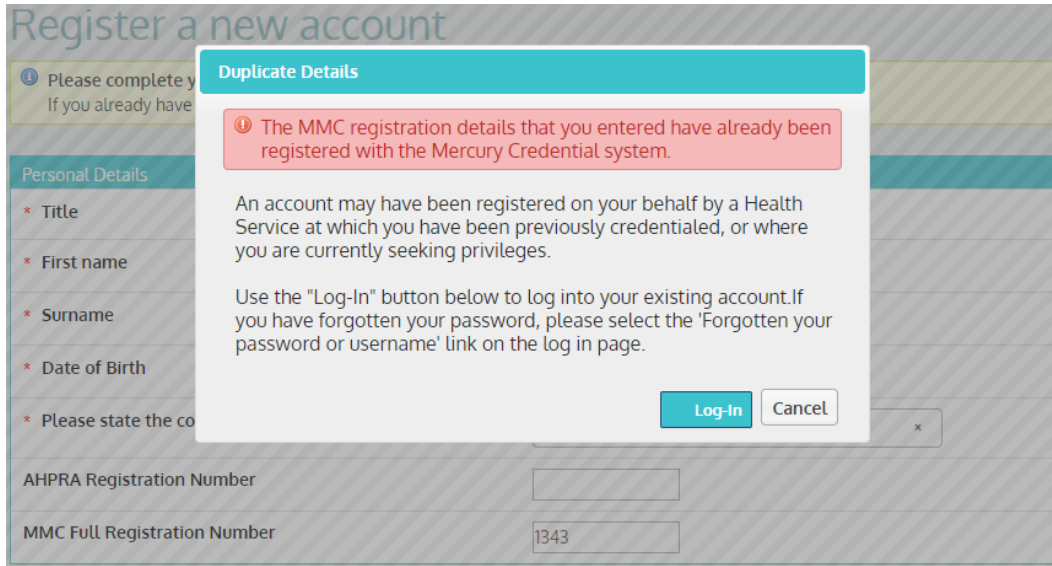
If this message displays, it is likely that you already have an eCredential account. Use the Log-In option to access your account.

If you do not enter a registration number and press continue, an additional pop up will appear.
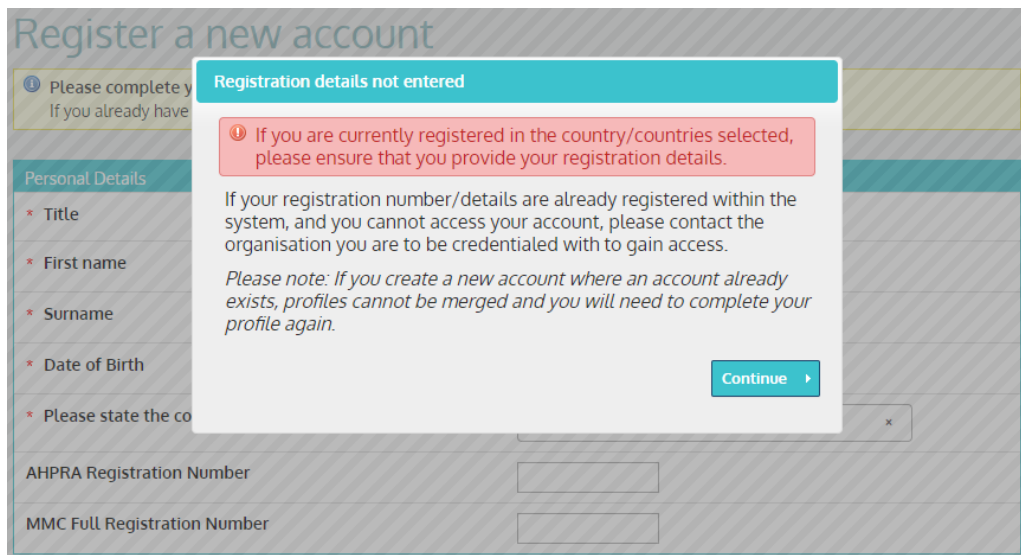
6. **Enter Login Details**
   - **Username** – enter a username for your new account

   - **Password** – enter a password for your new account - Passwords must be between 6 and 20 characters, with at least one letter and at least one number

   - **Confirm Password** – re-enter your password to confirm

   - **Email** – Enter your email address. All email correspondence and notifications will be sent to this email address.

   - **Confirm Email** – re-enter your email address to ensure you have typed the address correctly.

7. Click the **Create Account** button. A confirmation message displays:

Registration was Successful

Your registration was successful.

A confirmation email has been sent to your registered email address to activate your account.

8. Check your email for an activation message

Mercury eCredential - User Account Activation

~~support@mercury.com.au~~

Sent: Tue 8/07/2014 9:29 AM

To: ~~recipient~~

Dear **your name** ,

Thank you for registering with Mercury eCredential.

To activate your account, please click on the link below, or copy and paste the full link into your browser's address bar.   *Click the link to confirm and activate your new account*

http://myclinicalprofile.melwebdev.com.au/ActivateMember.aspx?code=016da99a-8103-4e4c-9694-8bf77899ca2f

Your username is **your username** and your registered email address is : **your email address** .

Kind regards,
Credentialing Services Unit

Credentialing is committed to your privacy and complies with the State and Federal Privacy Laws.
All information provided to us will be managed in a safe and a secure manner for the purpose of credentialing within the requirements of these Laws.

⚠️ **NOTE**   **If you do not receive an email, please check your junk mail folder.**

9. Click the link contained within the email. The *Activate Account* page displays:

EQUIFAX eCredential

Activate Account

> ℹ️ Please enter your username and email address to complete the activation process

User Details

Username	
Email Address	

Activate ▸

10. Enter your username and then your email address. These details are contained within the activation email.

11. Click **Activate** to confirm your details. A confirmation message displays:

Activate Account

> ✅ Thank-you for activating your account.
>
> You may now use the "Sign In" button above to access your member profile.

12. Use the Log-In link at the top of the screen to Log into your new account.

EQUIFAX eCredential   🔒 Login   ➕👤 Register

Log into your eCredential account

If you already have an eCredential account, you can Log-In as follows:

1. Open the eCredential myclinicialprofile site - *myclinicalprofile.com.au*

2. Click **Log-In** at the top right of the screen. The following page displays:

Health Practitioner Login

Username / email address

👤

Password

🔑

➡️ **Login**   forgotten password?

3. Type in your username (or registered email address) and your password.
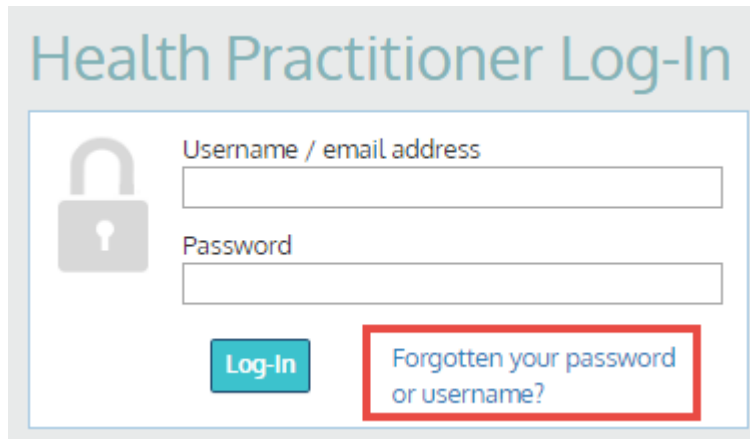
4. Click **Log-In**.

The *Personal Details* screen displays and you are now logged into your eCredential profile.

1.4   Forgotten your Password? Logging in for the first time?

If you forget your password, or if you are logging in for the first time, you can reset your password for your eCredential account as follows:

1. Click the **Forgotten your password or username?** link under the Password field on the Health Practitioner Log-In screen (as below).

2. The Reset Password screen displays:

3. Type in your email address and click **Next**.

A confirmation message displays:

Reset Password

Thank you.

An email has been sent to (Your email address) with instructions on how to reset your password.
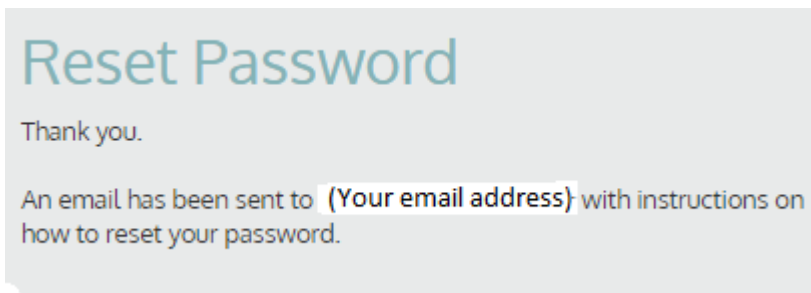
eCredential will send you an email with your username and instructions for resetting your password.

4. Go to your email inbox, open the eCredential password reset email.

5. Click the reset link. **NOTE: This link can be used ONCE only.**
If you do need to reset your password again, start Steps 1 to 5 again.

6. The eCredential Change Password screen displays.

7. Type your new password in the **New password** field. Your password must be between 6 and 20 characters long and include at least one uppercase letter and one number.

8. Confirm your new password by typing it again into the **Confirm password** field.

9. Click **Continue**. A message displays to confirm your password has been updated.

You can also change your password once you have logged into your account.

1.5   Navigating & Managing your profile page

The following areas are key to navigating your profile pages:
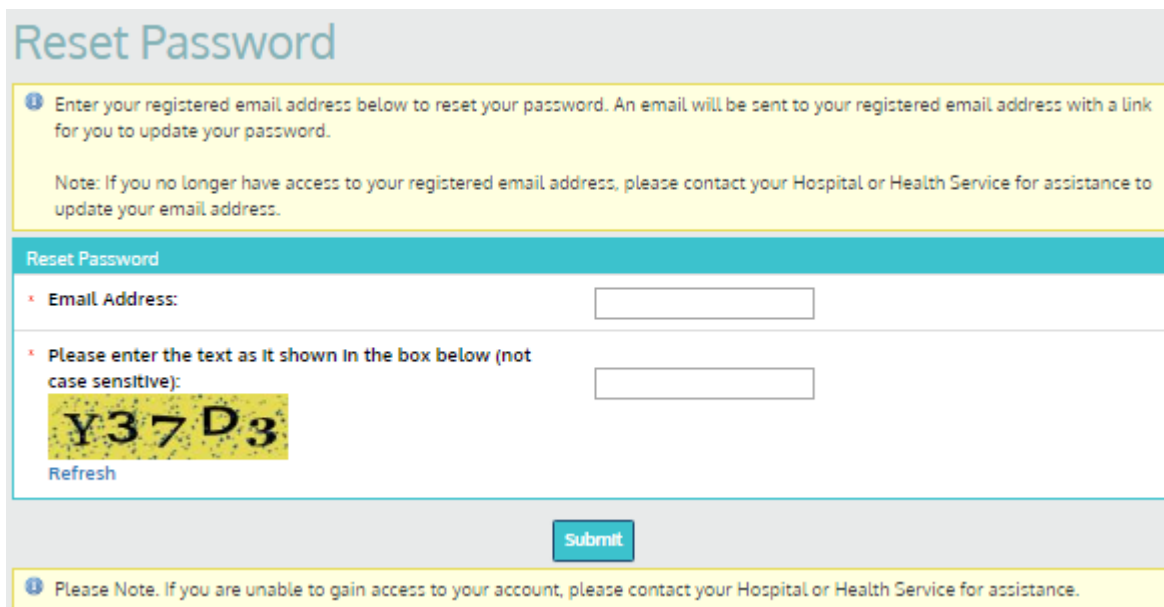
- **Requests** – to view requests to submit your profile for credentialing
- **History** – to view the history of submissions
- **Side-menu** – quickly and easily jump to pages within your profile
- **My Account** – to manage and update details, review profile and more
- **Log-out** – to log out of the system

EQUIFAX eCredential   Credentialing Requests   My Profile   Guides   My Account   Log-Out

Manage Account

✏️ **Update Username**
Click on the link above to update your username

🔒 **Update Password**
Click on the link above to update your password

🖨️ **Review and Print Profile**
Click on the link above to review your profile data and download a pdf version

✳️ **Manage your CPD**
Click on the link above to manage your Continuing Professional Development (CPD) information

⬆️ **Load Profile from CV**
Click on the link above to upload your curriculum vitae and extract and load details into your profile.

🗄️ **Equifax Product & Service Subscription**
Click on the link above to subscribe/unsubscibe Equifax product and service.

> **TIP**
>
> To step through each page of your profile using a **Wizard** – use the **Next** button at the bottom of the page:
>
> 🖫 Save   Cancel   Save & Move Next ›

1.6   Change your username

1. In the Tools area at the bottom of the left-hand navigation menu, click **Update User Name**. The Update User Name screen displays:

Update Username

Username Details	
Current Username	kellie
* New Username	

🖫 Save   Cancel

2. Enter a new unique user name.

3. Click **Save** to update your user name

1.7   Update your password

To update your eCredential password:

1. In the Tools area at the bottom of the left-hand navigation menu, click **Update Password**. The Update Password page displays:

Password Details	
* Current password	
* New Password	

Password must be between 10 and 20 characters, with at least one letter, one number and one non-alpha numeric character (!@#$%^*_).
Password should not contain your email address or username.

* Confirm New Password	

🖫 Save   Cancel

2. Enter your Current Password, then your New Password. Your password must be between 6 and 20 characters long and include at least one uppercase letter and one number.

3. Re-enter your new password to ensure you have not mistyped your password

1.8   Review / Print / Download your profile

1. Select the **Review and Print Profile** option within the Manage Account section of the main navigation menu.
2. Your profile will display in a read-only format. You can choose to either:
    *   Download your profile as a PDF by selecting the **Download Profile As Pdf** button at the top of the screen.

- Print your profile by using the **print** option within your browser.

> ⚠️ **NOTE** Your profile image will not be included within the printed version.

1.9 Manage your profile image

An image can be stored against your profile for identification purposes.

You can manage your profile image as follows:

- o Upload a profile Image
- o Change a profile image
- o Delete a profile image

1.9.1 Upload a profile image

1. Select **Click to Edit** below the portrait in the left-hand navigation menu. The Profile Image screen displays.

2. Upload a photo by clicking the **Choose File** option. The document browser opens.

3. Select the photo you want to upload, click **Open**. A link to your document displays on the screen.

4. Click **Save** to add your photo to your profile.

> ⚠️ **NOTE** Acceptable file types for profile images are: .jpg, .jpeg, .gif and .png

1.9.2 Change your profile image

Where you have already uploaded a profile image, you can change your profile image as follows:

1. Select **Click to Edit** in the left-hand navigation menu to select an alternative image for your profile

2. Click **Choose File** to open the document browser and select the photo to upload

3. Click **Open**. A link to your document displays on the screen.

4. Click **Save** to add the image to your profile.

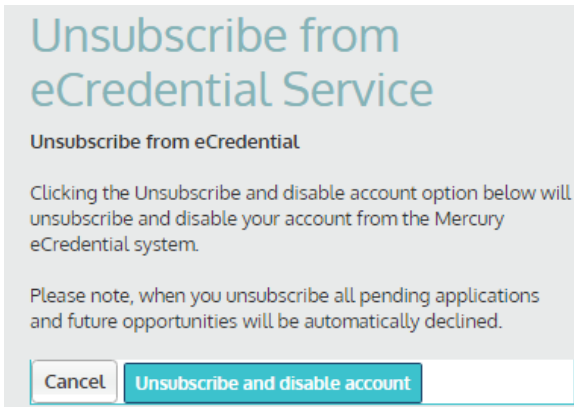### 1.9.3 Delete your profile image

You can delete the profile image on your profile as follows:

1. Select the **image** in the left-hand navigation menu

2. Click **Remove Photo** to remove the existing image from your profile. The Confirm Delete message displays.

3. Confirm to remove the photo from your profile by clicking **Ok**.

1.10   Deactivate your Account

If you no longer wish to use your eCredential account, you can deactivate your account as follows:

1. Locate an email in your inbox from eCredential.

2. At the end of each email, there is a hyperlink to Unsubscribe from the eCredential system.

3. Click the hyperlink. Your browser loads and displays the Unsubscribe from eCredential Service screen.

Unsubscribe from eCredential Service

Unsubscribe from eCredential

Clicking the Unsubscribe and disable account option below will unsubscribe and disable your account from the Mercury eCredential system.

Please note, when you unsubscribe all pending applications and future opportunities will be automatically declined.

| Cancel | Unsubscribe and disable account |

⚠️ **NOTE**	**By unsubscribing from eCredential, all pending applications and future opportunities will be automatically declined.**

4. Select the option to **Unsubscribe and disable account** to continue and deactivate your account. Otherwise select **Cancel**.

2 Completing and updating your profile

Now that you have an eCredential account, you can add or change the details in your personal profile. In this section learn how to add and update:

- Personal information, including your address, contact details and your emergency contact details
- Professional information
- Your login details, including your user name and password
- Your profile photo

⚠️ **NOTE**	When you update details on your profile, this will not update or impact details on applications which you have previously submitted.
🔆 **TIP**	• All fields on the screen that are marked with a red asterisk * are mandatory and must be completed in order to save an open profile page. • Areas within your profile which are complete display a green tick symbol ✔ this enables you to easily recognise areas of your profile yet to be completed. • To edit details already added to your profile, click the Edit button 🖊. • Details can be removed by clicking the Delete button 🗑.

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2.1   Complete / Update your eCredential profile

When you first access your account, proceed through the following steps to complete all required details within your profile. You can then update your profile as required when details change.

1. First, Log Into eCredential. The Personal Details (Step 1 of 11) screen displays, this is the first page of your eCredential profile.

2.1.1 Personal Details (Step 1 of 10)

The Personal Details step captures the following details:

Personal Details

Personal Details	
* Please state the countries in which you intend to practice	Malaysia ×	Australia ×	New Zealand ×	×
* Title	Dr ▼
Professional Title	
* Given Name	John
Middle Name	
* Family Name	Smith
Preferred name	
Previous Name	
* Date of Birth	01-01-1980 📅
Place of Birth	
* Residency Status	Australian Temporary Resident ▼
Do you currently hold a visa?	No ▼
* What is the status of your visa application?	
* In which country did you receive your Primary Degree?	Australia ▼
ℹ Please attach Curriculum Vitae with details of: · Undergraduate Qualifications, University, Year of Graduation · Postgraduate Qualifications, Degrees, Diplomas, Fellowships · Hospital appointments within the last 5 years · Ongoing postgraduate education/CPD in the past 3 years · Publications	
* Curriculum Vitae	Choose File No file chosen

💾 Save   Cancel   Save & Move Next ❯

2. Enter your personal and registration details:
    -   **Please state the countries in which you intend to practice within** – Your profile will populate the necessary sections and fields for the countries outlined
    -   **Title** – Select your title from the drop-down list
    -   **Professional Title** – where appropriate, enter a professional title
    -   **Given Name** – Enter your legal first name
    -   **Middle Name** - Enter your legal middle name
    -   **Family Name** - Enter your legal surname
    -   **Preferred Name**- Enter your preferred name
    -   **Previous Name** - Enter a previous name
    -   **Date of Birth** – Enter or select from the calendar, your date of birth

- **Place of Birth** – Enter the country in which you were born
- **Residency Status** – Select your current residency status from the options listed

If the **Residency Status** field is set to a Temporary Resident or Other, then further visa questions will display for completion:

Add Visa Details ✕

＊ First Name (on Visa)		
＊ Last Name (on Visa)		
＊ Visa Type	Visa type ▼	
＊ Visa Date of Issue		🗓
＊ Visa Expiry Date		🗓
＊ Visa Number		
Occupation (ANZSCO) Code	Please select	
＊ Passport Number		
＊ Passport Expiry Date		🗓

OK   Cancel

- **First Name (on visa)** – enter your given name as recorded on your visa
- **Last Name (on visa)** – enter your surname as recorded on your visa
- **Visa Type** – enter the type of visa recorded on your visa
- **Visa Date of Issue** – enter the date on which your visa was issued
- **Visa Expiry Date** – enter the date on which your visa expires
- **Visa Number** enter your visa number
- **Occupation (ANZSCO) Code (if Australian)** - select the ANZSCO code associated with your visa from the drop-down list
- **Passport Number** - enter your passport number
- **Passport Expiry Date**- enter the date of your passport expiry
- **Visa Attachment** – upload a copy of your visa

3. Upload a copy of your CV using the **Browse** button the **Curriculum Vitae** field.
Browse to locate a copy of your CV to upload.

4. Select which country you received your primary degree in from the drop down menu.

If the country in which you received your degree does not display within the list in this field, select the option of **Other**. Additional questions regarding English Tests and the AMC MCQ display for completion.

5. Click **Next** to continue.

2.1.2 Contact Details (Step 2 of 10)

6. Enter your personal and professional contact details in the following sections.

- Contact Details – enter your email address/etc
  - o **Contact Email Address** - enter your primary email address
  - o **Web sites, blogs or social media links** – add links that may be relevant to your profile

You can use the predictive address field to auto-populate your address. As you start to type your address, the system will display close matches:

Address Search	Enter a location

- Professional Address – enter details pertaining to your professional address:
  - o **Address Details**
  - o **Phone** – Enter your phone number
  - o **Fax** – Enter a FAX number where appropriate
  - o **Mobile / Pager** – enter your mobile contact number

- Residential Address- enter details pertaining to your place of residence:
  - o **Address Details**
  - o **Phone (BH)** – Enter your phone number
  - o **Fax** – Enter a FAX number where appropriate
  - o **Mobile / Pager** – enter your mobile contact number

- Postal Address – Select to copy your address from your Professional Address, or Residential Address, or enter different details for your postal address where this differs to your residential or professional addresses

- Emergency contact details (optional). - **Name, Relation, Address Details, Phone (BH & AH), Mobile**

7. Click **Next** to continue.

2.1.3 Qualifications (Step 3 of 10)

8. Click **+add qualification** to add a qualification to your profile.
The Add New Qualifications Activities pop-up window displays:

Qualification Activities

ⓘ Please list all qualifications, and upload a copy of your certificate.

Please check with the relevant Hospital or Health Service if your certificate/s need to be certified.

Year	Qualification	Attachment	Action
2006	FELLOWSHIP Royal Australasian College of Surgeons	DSC_0175.jpg	📝 🗑

➕ add qualification

◀ Previous   💾 Save   Cancel   Next ▶

9. Enter details pertaining to the qualification using the following fields:

- **Qualification Type** - Select type of qualification from one of the following options:
  - Degree
  - Fellowship
  - Certificate
  - Graduate Certificate
  - Associate Diploma
  - Diploma
  - Graduate Diploma
  - Master's Degree
  - Professional Doctorate
  - PhD

Where Degree, Master's Degree, Professional Doctorate or PhD:
- **Qualification name** - enter the name of your Degree/Qualification in this field.
- **University / Institution** - Select a University or Institution from the drop-down menu in this field. Where your University or Institution is not listed, select the option of Other and enter the name of your University or Institution in the Other University field which subsequently displays.
- **Year Obtained** - Enter the year you obtained your qualification
- **Attachment** – add a document to validate your qualification.
    - Click Browse. The document browser opens.
    - Select the document you want to upload, click Open. A link to your document displays on the screen.
    - Click Ok. Your qualification has been added to your profile.

Where Fellowship:
- **Qualification name** – enter further details regarding the fellowship.
- **College** - Select a college from the drop-down menu in this field. Where your college is not listed, select the option of Other and enter the name of your University or Institution in the Other University field which subsequently displays.
- **Year Obtained** - Enter the year you obtained your qualification
- **Attachment** – add a document to validate your qualification.

<u>Where Certificate, Graduate Certificate, Associate Diploma, Diploma and Graduate Diploma:</u>
- **Qualification name** – enter further details regarding the fellowship.
- **Institution** - Enter the name of your college, university or institution in the field
- **Year Obtained** - Enter the year you obtained your qualification
- **Attachment** – add a document to validate your qualification.

10. To add more qualifications, repeat above steps.

11. Click **Next** to continue.

2.1.4 Employment History (Step 4 of 10)

Professional Employment History				
ℹ️ Please provide details of your relevant professional employment history for the last five years. Please include the organisation name and dates of employment for each professional employment or place at which you have practiced including other hospitals or non-public hospital-based specialty practices.				
Organisation	**Appointment Name**	**Duration**	**Attachment**	**Action**
Monash Health	Professor of Urology	Mar 2011 to Apr 2020		📝 🗑️
Melbourne Health	Senior Lecturer	Feb 2012 to Apr 2023	DSC_0175.jpg	📝 🗑️
➕ add professional employment history				

◀ Previous　💾 Save　Cancel　Next ▶

Provide details of all current and previous clinical appointments held within the last five years (including names of organisations and dates of appointment) or other places of practice (for example, other hospitals or non-public hospital-based specialty practice).

12. Click **+add professional employment history**, the Add New professional employment history pop-up window displays. Enter the following details for the clinical appointment:
- **Organisation** – enter the name of the Organisation where your appointment was.
- **Name and type of appointment** - Enter the name of the appointment and type of appointment.

- **Duration** - Select the dates of the appointment duration.

13. Attach a copy of supporting documentation:

- Click **Browse** to open the document browser.
- Select the document to upload and click Open. A link to your document displays on the screen.
- Click **Save** to add the appointment to your profile.

14. To add more appointments, repeat steps 18 – 20.

15. Click **Next** to continue.

2.1.5 Registration (Step 5 of 10)
Add your Medicare Provider Number/s to your profile.

16. Click **+add Medicare provider number**, the Add Medicare Provider Number pop-up window displays:

EQUIFAX eCredential

Medicare / Prescriber Details					
Medicare Provider Number(s)					
Number	Description	Entity	Location		Action
123456789	Healthscope				🗑
➕ add medicare provider number					
Prescriber Number		87654324567			

17. Enter the following details for the clinical appointment
   - **Medicare Provider Number** – enter your Medicare provider number
   - **Description** - Enter a description if required
   - **Entity** - Select an organisation to whom this is relevant (this also displays location options depending on the entity selected)
   - **Location** – Select a location if your Medicare provider number is location specific

   Click **Save** to add the prescriber number to your profile.

18. Enter your **Prescriber Number**

19. For the question **Do you have an AHPRA Registration Number?** select:
   - **Yes** – you will be asked for further details regarding your registration number and type.
   - **No** – if you do not have an AHPRA National Medical Registration Number.

Australian Health Practitioner Regulation Agency (AHPRA) Registration Number	
* Do you have an AHPRA Registration Number?	Yes ▾
No AHPRA registration number found.	
➕ add AHPRA registration number	
Please provide specific registration details (including name and location of supervisor and frequency of supervision)	
	* Do you have Area of Need registration? ○ Yes ⦿ No ○ Not Applicable

20. Click the **+add AHPRA registration number** link to add an AHPRA number

21. Respond to the Registration questions:
   - Please provide specific registration details (including name and location of supervisor and frequency of supervision)
   - Do you have Area of Need registration?
   - If you have registration pertaining to an Area of Need, please detail the type of assessment process undertaken prior to achieving full registration

22. If you are registered with ASAR or have a Victorian Radiation Use Licence, add your registration number by clicking the +Add link in the relevant section:

23. Depending on your answer to the initial system question *'Please state the countries in which you intend to practice within',* additional registration sections may appear, allowing users the ability to provide and validate registration details.

Diagnostic Radiographers / Medical Imaging Technologists and Radiation Licence & Registration details
ⓘ This section applies only to Victorian Radiation Use Licences and ASAR Registration. If you hold radiography, radiology or sonography license/s or registration for another State or recognised institution, please enter the details within the Additional Registrations section below.

* Do you hold an ASAR Registration and/or Victorian Radiation Use Licence?	Yes ▾

Australian Sonographer Accreditation Registry (ASAR) Registration Number

No ASAR registration number found.

➕ add ASAR registration number

Victorian Radiation Use Licence Registration Number

No Victorian Radiation Use Licence number found.

➕ add victorian radiation use licence number

Radiation Licence

Attach current license	Browse...

A validate option will verify your details against the relevant database.

24. Enter any Additional Registrations you may have by clicking the **+add registration details** link. Enter the following details for the registration

- **Registration Type**
- **Registration Number** – enter the registration number
- **Description** - Enter a description if required
- **Expiry Date** – select the date on which the registration expires
- **Attachment**– add an attachment where relevant

Click **Save** to add the Registration details to your profile.

25. Record an ABN/CAN number against your profile by selecting the **+add ABN/ACN Number** link

26. Complete the **questionnaire** by selecting either **Yes** or **No** for each question.

27. Enter details for any **Overseas Registrations** you have:

Overseas Registrations	
Are you currently registered as a Health Practitioner in another country?	⦿ Yes ○ No
If yes, please provide details	
Have you ever been registered as a Health Practitioner in any other country?	⦿ Yes ○ No
If yes, please provide details	

28. Click **Next** to continue.

2.1.6 Insurance Information (Step 6 of 10)

Step 6 captures details relating to your current medical and professional indemnity insurance cover.

1. Respond to the questions regarding indemnity:

Medical and Professional Indemnity Insurance

Current Medical and Professional Indemnity Insurance Cover	
* Do you currently have medical and professional indemnity insurance?	● Yes ○ No
* Do you have Salaried Employer Indemnity?	● Yes ○ No
* Do you have Non-salaried Employer Indemnity?	○ Yes ● No

Insurance Details

Country	Name	Policy number	Member ID	Maximum insured value	Expiry date	Attachment	Action
Australia	AVANT Insurance Ltd	123123213	1312312312	100000000000	30 Jun 2017		🖉 🗑

➕ add member insurance details

Indemnity Insurance data last update submitted on 27 Jun 2017 16:41:10	Update Expired Details with Registered Health Services

* Is your proposed scope of clinical practice reflected in or covered by your current medical and professional indemnity insurance?	● Yes ○ No ○ Not Applicable
* Has there ever been, or are there currently, any pending indemnity claims, settlements or judgments against you?	○ Yes ● No
* Has your current or any previous insurer ever excluded or reduced any specific area of practice, or terminated or denied coverage?	● Yes ○ No
* If the answer to either of the last two questions is 'Yes', please provide a detailed explanation and specify the name of the relevant insurer.	Test

- **Do you currently have medical and professional Indemnity Insurance?** Select either Yes or No.
- **Do you have Salaried Employer Indemnity?** Select either Yes or No.
- **Do you have non-salaried Employer Indemnity?** Select either Yes or No.

2. Where you have selected Yes to the question, *Do you currently have medical and professional Indemnity Insurance?* add insurance details by clicking the **+add member insurance** details link to add a set of insurance details:

Add New Member Insurance Details ✖

* Country	Country name ▼
* Name of insurer	Insurer name ▼
Policy number	
Member ID	
* Maximum insured value	
* Expiry date	📅
Copy of current policy renewal certificate	Choose File No fil...hosen

Cancel   OK

3. Enter the following details for insurance by clicking **the +add indemnity details** link:
   - **Country** – enter country relevant to entered details
   - **Name of Insurer** - enter the Name of Insurer
   - **Policy Number** - enter the Policy Number
   - **Member ID** – enter your personal Member ID
   - **Maximum Insured Cash Value ($)** – enter the Maximum insured cash value for the insurance
   - **Expiry Date** – enter the Expiry Date for the insurance
   - **Copy of current policy renewal certificate** - Attach a copy of current policy renewal certificate:
     - Click **Browse** and the document browser opens
     - Select the document you want to upload, click **Open**. A link to your document displays on the screen.

4. Note. Should Avant insurance be selected, the Member ID field will become mandatory.
5. Complete questions regarding current and previous indemnity insurance.

6. Enter any other Indemnity details in the *Other Indemnity* section:
   - **Name**- enter a name
   - **Description** – enter a description
   - **Type** – enter a type

7. Click **Next** to continue.

2.1.7 Academic Appointments / Teaching Experience (Step 7 of 10)

At Step 7, you can provide details of current and previous university or hospital teaching appointments held within the last five years.

8. Click **+add Academic Appointment**, the Add New Academic Appointments pop-up window displays:

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9. Enter details regarding your academic appointment using the following fields:
   - **Organisation** - Type in the name of the Organisation.
   - **Status / Level** - Enter the Status or Level of the appointment
   - **Term of Appointment** - Select the dates for the Term of appointment.

10. Click **Save** to save the details. Repeat steps to add more academic appointments.

11. Click **Next** to continue.

2.1.8 Professional Development (Step 8 of 10)

At this step, you can provide details of any CPD you are currently or have previously completed, including:
- College CPD
- CPD
- Quality related activities
- Publications

> ⚠️ **NOTE** Usually you will need to complete at least one set of details against one of the above 4 sections.

Continuing Professional Development (Step 8 of 10)

College CPD Certificate
No college CPD certificate have been added

➕ add college CPD certificate

Continuing Professional Development

Institute/location	Description of activity	Dates	Action
Royal Association of Medical Education	Anaesthetics	Mar 2014 to Feb 2015	📝 🗑

➕ add continuing professional development

Quality Activities

ℹ️ If you regularly participate in formal clinical reviews, audits and/or peer review activities in any clinical setting, please enter the details below.

Name	Clinical setting	Organization	Date	Attachment	Action
International Urology and Nephrrology Inst.		Management of XYZ	Jan 2012	20130111_194057.jpg	📝 🗑

➕ add quality activity

Publications
No publications have been added

➕ add publication

[◀ Previous] [💾 Save] [Cancel] [Next ▶]

12. Click **+add college CPD Certificate**, the Add New College CPD Certificate pop-up window displays. Enter the following details:
   - **Name** – Enter the name of the institute at which the course was taken
   - **Description** - Enter a brief description of the course undertaken
   - **Dates**– Select the dates during which you participated in the CPD.
   - **Attach** a copy of your documentation; Log Book, Activity and / or Certificates. Click **Browse** and the document browser opens.

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13. Click **+add continuing professional development**, the Add New Continuing Professional Development pop-up window displays.

Enter details regarding your professional development using the following fields:

- **Institute** – Enter the name of the institute at which the course was taken
- **Description** - Enter a brief description of the course undertaken
- **Website** – Enter a website for the course where relevant
- **Dates of Participation** – Select the dates during which you participated in the professional development.
- **Attach** a copy of your documentation; Log Book, Activity and / or Certificates. Click **Browse** and the document browser opens.
- Select the document you want to upload, click **Open**. A link to your document displays on the screen.
- Click **Ok**. Now your CPD has been added to your profile.

You can also add Quality Activities, Publications in the subsequent areas on this screen.

14. Click **Next** to continue.

2.1.9 Background Checks (Step 9 of 10)

The Background Checks page captures details relating to criminal record screens, working with children checks etc.

| ⚠️ NOTE | Depending on the organisation to which you are submitting your profile, this page may be optional, or may be required. Where required, you will need to complete at least one set of details on this page. |

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Background Checks

Pre-Employment Checks

* Have you completed any form of pre-employment screening?   ⦿ Yes ◯ No

Check Type	ID/Card Number	Result Date	Expiry Date	Description	Status	Attachment	Action
Australian National Police Check	123	18 Jan 2017	22 Jan 2017		Erred		🗒 🗑

➕ add pre-employment check

Update Expired Details with Registered Health Services

Mandatory Reporting of Child Sexual Abuse Training (Western Australia - Department for Child Protection)

Have you completed Mandatory Reporting of Child Sexual Abuse Training (Western Australia - Department for Child Protection)   ◯ Yes ◯ No

❓ **Identification Documents**

| Document Type	Attachment	Action
TEST	Test.docx	🗑

➕ add identification document

Don't have a current National Police Check? Fit2work provides an individual National Police Check in easy 5 steps!(Optional)

15. For the questions 'have you completed any form of pre-employment screening?' select:
    - **Yes** – you will be asked for further details regarding the screening completed.
    - **No** – if you have not completed any pre-employment screening.

16. Add pre-employment check
    - **Check Type –** Select the relevant type of pre-employment screening

17. If Working with Children Check is selected:
    - **Is the working with children check included in your police check?** - Select yes or no.
    - **Card Number** – enter the card number
    - **Card Description**- enter a description where relevant
    - **Expiry Date –** enter the expiry date of the working with children check
    - **Attachment –** attach evidence of the working with children check

18. If international criminal history check is selected:
    - **Country –** Outline the country for which the check was completed.
    - **Id Number** – enter the id number for the screening
    - **Result Date**- enter the result date for the screening
    - **Expiry Date -** enter the expiry date for the screening
    - **Status –** enter the status of the screening
    - **Attachment** – upload evidence of your screening (optional).

19. If any other option is selected:
    - **Id Number** – enter the id number for the screening
    - **Result Date**- enter the result date for the screening
   - **Expiry Date -** enter the expiry date for the screening

- **Status –** enter the status of the screening
- **Attachment** – upload evidence of your screening (optional).

20. Select Yes or No against the question of Mandatory Reporting of Child Sexual Abuse Training. *This question is relevant for Western Australian users only.*

21. Add 100 Point Identity check documents and details by clicking the **+add identity check document** link

100 Point Identity Check
No identity check documents found
✚ add identity check document
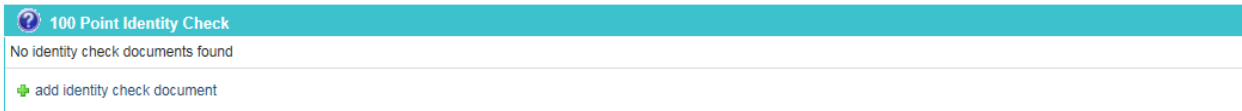
A downloadable PDF document is available by clicking the 🔵 against the 100 point ID check section, which outlines the points allocated for each type of identification document.

Add Identity Check Document ✖

* Document Type	[ ]
* Select file	
	Browse...
	Cancel OK
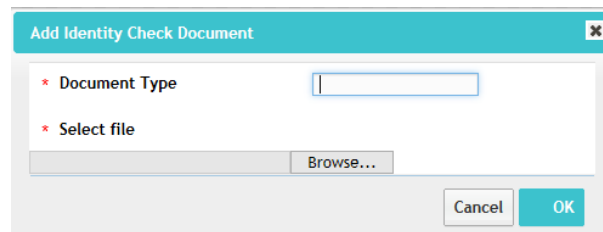
Enter the following details:
- **Document Type** – enter a document type to display as a description.
- Attach a copy of your documentation by clicking **Browse;** the document browser opens

2.1.10   Referees (Step 10 of 10)

Enter referee contact details at Step 10. You can also attach references or additional referee details where required within the *Referee Attachments* section of this page.

22. Click **+add new reference**, the Add Referee page displays:

Referees			
ℹ️ At least one referee should be a current employer			
Reference	**Preferred contact method**	**Date created**	**Action**
Dan Brown	Mobile Phone	05 Mar 2015	📝 🗑️
Tony Bain	Mobile Phone	05 Mar 2015	📝 🗑️
✚ add new reference			

Referee Attachments	
Attachment	**Action**
Job Description - .Net developer.docx	🗑️
✚ add referee attachment	
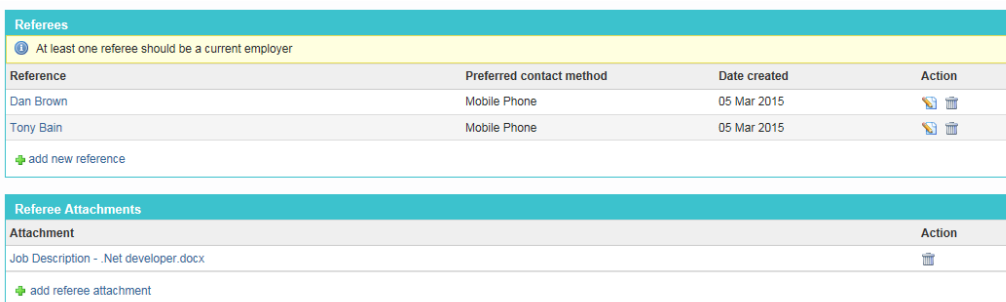
23. Enter the Referee contact and address details.

24. Click **Save** to add the referee details to your profile.

⚠️ **NOTE**	The number of referees you will need to submit depends on the organisation to which you are submitting your profile. Usually you will need to provide a minimum of **two referees**.

25. Once complete, click **Save and Complete**.

A message displays confirming your profile has been successfully updated.

3 Submitting your profile for Credentialing

In this section learn how to:

- Submit your profile for credentialing against a position in eCredential
- Check the status of credentialing requests you have submitted.
- View your previous credentialing requests

3.1   Submit your Profile against a position

When you are invited to submit your profile for credentialing, your hospital will send you a credentialing request. Navigate to the Credentialing Requests screen to see any pending requests.


Within the **Credentialing Requests** section on this screen, any positions you have been requested to submit your profile to be credentialed against display.

Available options	
Accept and Continue	**Accept and Continue** – start the submission process to send your profile to the organisation
Reject	**Reject** – remove the application from the list- this will cancel this application.

Submit your profile for credentialing by following these steps:

1. Click the **Accept and Continue** button next to the position you want to submit your profile for.
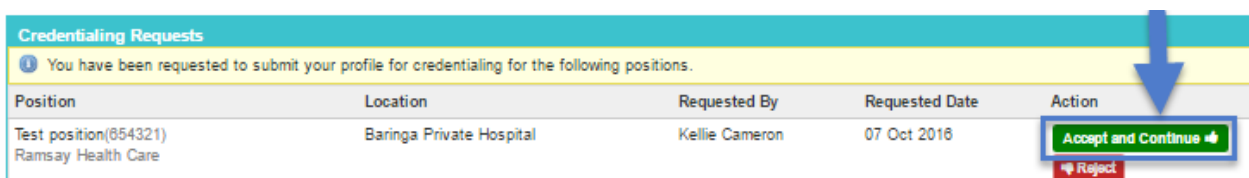
2. Your profile displays on the screen for you to review. If there are any areas of your profile which are mandatory and still require completion, you will see a reminder at the top of the screen:

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Welcome Dr Final

ⓘ The information entered is incomplete, please complete all your information before submitting your profile.
- Qualifications required: Click Here
- Academic appointments required: Click Here

Requests | History

Credentialing Requests

ⓘ You have been requested to submit your profile for credentialing for the following positions.

Position	Location	Requested By	Requested Date	Action
Test position(654321) Ramsay Health Care	Baringa Private Hospital	Kellie Cameron	07 Oct 2016	**Accept and Continue** 👍 **Reject**

3.   A summary of your profile displays. Review your profile and click the **Edit** button next to any area you need to update on your profile.

ⓘ Please review your details below before submitting your profile for this position.

Personal Details   ✎ edit

Title	Dr
Professional Title	
Given Name	Grand
Middle Name	
Family Name	Final
Preferred name	
Previous Name	
Date of Birth	27/09/1980
Place of Birth	
Residency Status	Australian Permanent Resident
Curriculum Vitae	Credential Test.docx Date Last Uploaded: 26/09/2016
In which country did you receive your Primary Degree?	Australia

Contact Details   ✎ edit

Save & Move Next ❯

4.   Scroll to the bottom of the screen, and when your profile is ready, click **Next**. The Agreement/Undertakings screen displays.

5.   If the organisation you are submitting your profile to has some specific questions, these display for you to complete: *These questions are organisation-specific and generated specifically for the position against which you are submitting your profile.*

Additional Details

The following section relates to specific details that are required as a part of submitting your profile for credentialing at Ramsay Health Care

Download RHC Facility Rules   RHC Facility Rules.pdf

💾 Save | Next ▸

6. Respond to these questions, and then click **Next**

7. Review and respond to the Health Status questions by selecting **Yes** or **No**. Specific details regarding a disability or health issues can be entered in the text box provided.

8. Review and respond to the organisation specific declarations / By-Law questions. Complete the Declaration questions by selecting **Yes** or **No** for each question listed. Once all questions are answered, click **Next** to continue.

9. The *Submit For Credentialing* screen displays. In the Scope of Practice area select the procedures you are able to undertake. **Only select procedures you are capable of performing.**

⚠️ **NOTE**	At least one procedure must be selected on the scope of practice in order for you to submit your profile for the position.

Scope Of Practice

ℹ️ Please select your area of specialty and where listed, the core competencies and procedures which you are able to undertake.

- ☐ Scope Of Practice (?)
  - ☐ Medical (?)
    - ☐ Anaesthesia (?)
      - ☐ Adults (?)
      - ☐ Cardiac – Adult Only (?)
      - ☐ Chronic Pain Management (?)
      - ☐ Neonatal (<1 year old) (?)
      - ☐ Obstetric (?)
      - ☐ Paediatric (>1 year Id) (?)
      - ☐ Paediatrics >10 yrs (?)
      - ☐ Trans-oesophageal Echocardiography (TOE) – Adult Only (?)

10. Click **Submit Profile** to submit your profile for credentialing.
     A message displays confirming your profile has been successfully submitted.

⚠️ **NOTE**	**If you don't see a confirmation message, please review your submission to ensure you have completed the whole submission process.**

11. Repeat this process for each position you have been requested to submit you profile to.

💡 **TIP**	Once you have submitted your profile for credentialing, your details will be reviewed by the organisation you submitted to. If there are areas which require further clarification, you may be requested to supply more details, or documents. Your application will be returned to you for updating and can be accessed via the Credentialing Requests that require further details section within the Pending Requests screen.

3.2   Requests requiring further details

Once you have submitted your profile for credentialing, your details will be reviewed by the organisation you submitted to.

If there are areas which require further clarification, you may be requested to supply more details, or documents.

Your application will be returned to you for updating and can be accessed via the *Credentialing Requests that require further details* section within the Pending Requests screen:

Action the request as follows:

Available options	
⚠	**Details Required** – click to review comments from the requestor
Re-Submit 👍	**Re-Submit** – re-submit your details after updating the areas requiring attention
👎 Reject	**Reject** – remove the application from the list- this will cancel this application.

3.3   Manage who has access to your Account

On occasion, you may require assistance with your profile, or an organisation may offer to load details against your account on your behalf. To do this, an organisation may request temporary access to your account.
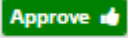
You can manage who has access via the **Manage Account Access** menu, which will appear in the main toolbar when a request is submitted.

Each organisation has the ability to request access to your account – for the purpose of assisting you with completing your profile. There are two types of access:

Access types	
Temporary Access Request	Organisations for which you have granted access, will be provided with 14 days access to modify your profile on your behalf, after which their access will expire. The organisation cannot view your applications or application history.
On Behalf of Access	Organisations for which you have granted access, will be able to update your profile and submit applications on your behalf. Where the organisation submits on your behalf, you will receive an email notification which you must review and approve before your profile will be submitted for credentialing.

From the Manage Account Access page, you will see pending and historic Access requests as follows:

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On Behalf Of Access Requests

ℹ The following organisations have requested access to update your profile and submit applications on your behalf. Approval of a request provides the organisation with access to modify your profile and submit applications on your behalf.

Organisation	Permission Type	Requested By	Requested Date	Action
Ramsay Health Care	On Behalf Of	Kellie Cameron	07 Oct 2016	Approve 👍 Reject 👎

Available options	
Approve 👍	Accept the request and provide access to the requesting organisation
👎 Reject	Reject the request
🗑	Revoke the access previously provided to an organisation.

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