Setting up your practice profile

RACGP Training Management System

What is the practice profile?

Your practice profile advertises your practice to prospective registrars. It is where you can add descriptions and photos of your practice, a profile for each supervisor, and testimonials from past registrars. It is also where you record information for us to send to Services Australia to organise your NCP training payments, banking details for any other payments we will make to you, and details we will use to generate any provider number forms for your registrars.

What do I need to do for now?

The two sections that we need you to complete in the next few days are the **Medicare** and **Financial Information** tabs.

Feel free to browse through the rest of your profile, and complete other sections if you would like. If we have uploaded information already to your profile, please check this and make changes if needed.

When does the rest need to be done?

Please aim to have your profile complete over the next few weeks – it will be published as part of the placement process.

Who is allowed to make changes to my practice profile?

This is set by you on the **Practice Delegation** page.

Anyone at your practice can view this page, but only people with Delegate status are able to make changes. For the purposes of transition, the primary supervisor at your practice has been given Delegate status.

Updating your practice profile

Step 1. Check your Practice Delegation settings

1. On the left side of the page, click **Practice Profile** and then **Practice Delegation**
2. Select your practice from the drop down list
3. You will see a list of everyone from your practice who is in the TMS, and the following settings:

- **Delegation status** – delegates can accept practice contracts, see information about NCP payments, and make changes on the Practice Delegation page

  Practice profile authority – these people are allowed to make changes to the Practice Profile

4. Delegate: make any changes needed to these permissions, and then click **Save**

Step 2. Open your practice profile

1. On the left side of the page, click **Practice Profile** and then **Manage Practice Profiles**
2. Click on your **practice name** to open your profile

Can't open your profile?
Check that you have been given practice profile authority on the Practice Delegation page.

Step 3. Add the Medicare provider numbers for each supervisor

1. Click on the **Medicare** tab. All accredited supervisors at your practice will be listed here.

Don't see all of your supervisors?
Please contact your training coordinator for help.

2. Enter the MPN for your main practice location in the box alongside each supervisor name
3. Click **Save**
4. You can edit a provider number by clicking in the same box, and saving when you have finished.

IMPORTANT – we will send these MPNs to Services Australia for supervisor training payments. Please make sure that what you enter is correct. Only enter one MPN per supervisor.

Step 4. Enter your practice's financial information and supervisor payment preferences

1. Click on the **Financial Information** tab
2. Click on **Business details** to open
3. Enter your practice's ABN, then click **Validate**. Fill out all other sections, then click **Save**. Note: we will send the PRODA Organisation ID you enter to Services Australia to arrange NCP training payments – please check it carefully.
4. Click on **Finance details** to open
5. You will be paid any NCP training payments via Services Australia, but the RACGP may make other payments to you directly. Enter the details for the account you would like these payments to be made to, and click **Save**.
6. Click on **Medicare details** to open
7. The bank account details needed here are for the account your registrar's Medicare billings will go to. Fill out all sections and **Save**.
8. Click on **NCP supervisor payment preferences** to open
9. Supervisors can choose to receive their NCP supervisor payments directly, or have them paid to the practice, and we will ask you to indicate this preference each semester. For each supervisor, select either **Supervisor** or **Practice** and **Save**. Note: Please do this for every supervisor, even if they do not have a registrar this semester.

Step 5. Complete other sections

Click on the **Profile** tab to see the other tabs that can be completed:

Practice Details – here you can add an overview of your practice, the education and training support it offers, and photos for your practice advertisement. We also ask for other details such as opening hours, practice staff, VMO opportunities and any skills you require prospective registrars to have.

Supervision & Experience – add a brief profile for each of the supervisors at your practice.

Registrar Testimonials – add any testimonials from former registrars on this tab.

Step 6. Look at a preview of your practice advertisement

You will be able to do this if you have added information to the **Practice Details** tab. Click on the **Preview** tab to see what your practice ad will look like when it is published for registrars to view.