

WIP (Workforce Incentive Program) :

Quarterly Confirmation Statement

Quarterly Statement confirmation has not changed, what has changed is the format & how the electronic form looks.

Complete via PRODA. – My programs – WIP – Quarterly Confirmation Statement : Update Hours

Option to nominate hours per Health Professional Type.

1. Update Quarterly Hours.
2. Delete Health Professionals Not in your practice – e.g. EN
3. Reg Nurse – if you wish to record each RN / NP / AHP – then complete last name, first name, Identifier – if AHPRA – will ask for number OR from drop down box select Not Reported and enter total avg weekly hrs for ALL RN.
4. If other eligible Health professionals – add individually or as a group and NOT Reported for the identifier.
5. At conclusion CONFIRM select the bottom option – updated change

Health Professional Online Services

Main menu

- HPOS Home
- WIP - Practice Stream
- Practice Summary
- Practice Details
- Contact Details
- Payment Details
- Ownership Details
- Eligibility
- Health Professional Details
- Locations
- Associated GPs
- Incentive Summary
- Payments
- Payment History
- Quarterly Confirmation Statement
- Practice Staff System Access
- Associated Documents

Health Professional Weekly Contracted Hours

***Reason for Update** Select one

* Health Professional Type	Last Name	First Name	* Identifier	* Weekly Contracted Hours (HHH:MM)	Remove
Registered Nurse			Not Reported	37 18	Remove

Declaration

***Select one from the two declarations below**

I declare that

- the information contained on this Quarterly Confirmation Statement is correct.
- I have read and understood the Workforce Incentive Program Guidelines and confirm the practice is eligible for the incentive as indicated in the QCS.
- I understand that giving false or misleading information is a serious offence.

I declare that

- where there is a variation, these details have been updated on the practice profile through HPOS, or the relevant form/s have been submitted to Services Australia.
- I have read and understood the Workforce Incentive Program Guidelines and confirm the practice is eligible for the incentive as indicated in the QCS.
- I understand that giving false or misleading information is a serious offence.

Confirm