



Ensure your Mental Health Skills Training (MHST) is reported to Medicare

A resource for GPs

Congratulations on completing your Mental Health Skills Training (MHST) course. You are on your way to being eligible to claim MBS item numbers 2715 and 2717. To ensure your activity is reported to Medicare, please check that your Medicare Provider Number is up to date in the RACGP database.

The GPMHSC is unable to report you to Medicare without your Medicare Provider Number.

Follow these 4 simple steps to advise of your Medicare Provider Number

1. Login to the RACGP website racgp.org.au and click on **'My Account'**



MENU



RACGP

SEARCH

MY ACCOUNT



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The screenshot shows the RACGP dashboard with a navigation bar containing 'EXAM', 'myRACGP', 'FIND A COURSE', 'FACULTY EVENTS', 'MEMBERSHIP', 'GUIDELINES', and 'AFP'. The main content area includes a 'Welcome' message, a 'Select triennium' dropdown menu set to '2017-19', and a 'My 2017-19 triennium summary' section showing '0 TOTAL POINTS'. On the right, there is a vertical menu with 'myResources', 'myNews', and 'myProfile' buttons. An orange callout box points to the 'myProfile' button with the text: '2. Once signed in, click on 'myProfile''.

3. Scroll down to '**Medicare Provider Number**' and enter the first 6 digits of your provider number

The screenshot shows the 'Additional details' form with fields for 'Email address' and 'Medicare Provider Number'. The 'Medicare Provider Number' field is highlighted with an orange callout box pointing to it from the instruction above.

4. Scroll to the end of the page and click on '**Save Changes**'

The screenshot shows the bottom of the 'Additional details' form, including expandable sections for 'Languages', 'Dietary requirements', and 'Interests'. At the bottom right, the 'Save Changes' button is highlighted with an orange callout box pointing to it from the instruction above.

After this information has been added to your RACGP account, the GPMHSC Secretariat will be able to report your activities to Medicare.

If you are not a member of the RACGP or have any queries regarding these instructions, please contact the GPMHSC Secretariat on gpmhsc@racgp.org.au or 03 8699 0556