



nib health funds limited

Hospital Provider Portal Application Form

This form must be completed in order to be assigned a secure login to the Hospital Provider Portal located at www.nib.com.au/hospital. You will receive an email notifying you of your login and password.

Please note that hospitals and day surgeries will be issued with one secure login for use by all staff at that facility. It is recommended that this is the person responsible for performing the monthly HCP data upload to nib. If more than one login is required, please contact us.

Hospital or Day Surgery Particulars	
Hospital or day surgery name	
Commonwealth Provider Number	

Staff Member Particulars	
First Name	
Surname	
Position title	
Responsible for monthly HCP data upload?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone	
Fax	
Email address – MUST BE PROVIDED	

Authorisation for issue of login	
To be completed by CEO or authorised delegate:	
The above facility agrees to access the secure section of the Portal in accordance with procedures to be notified to us by nib from time to time, for the sole purposes of uploading monthly HCP data.	
We agree to safeguard access to the Portal by limiting the number of employees who have access to the secure section of the Portal to those who have a reasonable requirement for access and for whom we have authorised this access. We agree to ensure that no unauthorised persons have access to the secure section of the Portal.	
We agree to immediately notify nib if there has been any failure to observe these terms and conditions regarding the Portal.	
We agree to indemnify and keep nib indemnified in respect of any claim for damages or otherwise arising out of the failure by us, the provider, to observe these terms and conditions regarding the Portal.	
First Name	
Surname	
Position title	
Signature	Date

Please return completed form to:
Email: nibhcp@nib.com.au Fax: (02) 4925 1931
Post: HCP Analyst
nib health funds limited, Locked Bag 2010, Newcastle NSW, 2300
Phone: 02 4914 1410