

# How to prepare for ECLIPSE - Clinics

*If you are already sending claims to the health funds, either manually / via another software or have already registered with each health fund, then you do not need to register again with the health funds. **If this is you, then go to straight to step 2.***

*If you have never sent a claim to a health fund before nor have registered with the health funds yet, **then you will need to start at step 1.***

## **Step 1 - Register provider/s with each health fund**

Each fund is different in their registration process. Some will require a form to be completed and signed, while others require an online form to be completed.

### **Forms required**

The table below lists all downloadable and online forms to register a new provider number with the funds. Depending on the fund, it takes anywhere from one to three weeks to process these. Most funds will email you once your registration is processed-just make sure to check your Spam/Junk folder as they sometimes get sent there. In case there was no notification email, we recommend that you call or email them a week after you send the forms to check if they are processed.

| Fund              | Type   | Email   |
|-------------------|--|---|
| Alliance          | <a href="#">Download Form (new registration)</a><br><a href="#">Download Form (adding a practice location)</a><br><a href="#">Download Form (to change bank details)</a>       | <a href="mailto:access@ahsa.com.au">access@ahsa.com.au</a>  |
| ARHG              | <a href="#">Online Form (for new registrations or any changes)</a><br><a href="#">Download Form (new registration)</a>   |   |
| BUPA              | <a href="#">Download Form (to change bank/contact details or to add provider numbers/providers to your practice)</a>   | <a href="mailto:provopsmedical@bupa.com.au">provopsmedical@bupa.com.au</a> BUPA requires that you attach a bank statement or another official bank document to confirm your bank account details. |
| GU Health         | <a href="#">Online Form (for new registration or any changes for GUH and NIB)</a><br><a href="#">Download Form (new registration or to add provider numbers)</a>               |   |
| HBF (ONLY FOR WA) | <a href="#">Download Form (to change bank/contact details)</a><br><a href="#">Download Form (new registration or to add provider numbers)</a>                                  | <a href="mailto:medicalgap@hbf.com.au">medicalgap@hbf.com.au</a>  |
| HCF               | <a href="#">Download Form (to change bank/contact details)</a><br><a href="#">Download Form (for new registrations or any changes)</a>   | <a href="mailto:Medicoverenquiry@hcf.com.au">Medicoverenquiry@hcf.com.au</a><br><a href="mailto:HospitalMedicalRegistrations@hcf.com.au">HospitalMedicalRegistrations@hcf.com.au</a>              |
| Medibank/AHM      | <a href="#">Online Form (for new registration or any changes for GUH and NIB)</a><br><a href="#">Download Form (They come under HCF, but have their own registration form)</a> | <a href="mailto:GapCoverForms@medibank.com.au">GapCoverForms@medibank.com.au</a>  |
| NIB               |  |   |
| RT Health         |  | <a href="mailto:Medicover@hcf.com.au">Medicover@hcf.com.au</a>  |

*Links are accurate as of 1 May 2024 but may be changed by the funds any time.*

## **Step 2 - Get your practice ID for BUPA**

BUPA is the only fund that will assign you a practice ID. We need this practice ID so we can add it to your FYDO account. It goes with the claim when it gets sent electronically to BUPA. Without it, they will reject the claim.