

Making the move Recent fellows' checklist



Congratulations on being granted college fellowship! When you decide to join a private medical practice or start your own, this checklist will help you tick off your regulatory obligations and practice business essentials, so you can practise confidently as an independent consultant.

Starting in private practice

Managing the essentials

- As part of your fellowship with your specialist medical college, ensure you pay your fees.
- Apply to the [Australian Health Practitioner Regulation Agency \(Ahpra\)](#) for specialist registration.
- Notify [Services Australia](#) of your fellowship, so you can:
 - apply for or update your [Medicare provider number](#)
 - create a [Provider Digital Access \(PRODA\)](#) account to review or close inactive provider numbers and create new provider locations. Remember, each practice location needs its own provider number and all activity at that location should be billed through that provider number.

Medical indemnity updates and insurances

- Notify your medical indemnity insurer you have fellowed. You may be eligible for discounts on your [medical indemnity cover](#).
- Consider whether your medical indemnity category of practice needs updating if you are moving out of a training category and into a specialist category. As part of your registration requirements, you must have appropriate indemnity arrangements in place for the healthcare you are providing.
- This is also a good time to consider insurances such as income protection, accident/trauma insurance and life insurance.

Meet your CPD requirements

- Know your continuing professional development (CPD) requirements. You will need to nominate a [CPD Home](#) (either a college or non-college home) to meet your 50 hours of CPD annually. Avant's [online CPD activities](#) can help you meet the Medical Board of Australia's requirements.

Comply with professional obligations

- Know your obligations under the [Medical Board's Good medical practice: a code of conduct for doctors in Australia](#).
- Doctors have strict advertising obligations. Refer to Ahpra's [Guidelines for advertising a regulated health service](#) and the [TGA's advertising regulations](#). Our [factsheet](#) can also help.
- Be aware of [telehealth requirements](#) and consider your medical indemnity coverage before you offer any telehealth.
- Know the [OAI's health privacy requirements](#) and read our [Privacy essentials factsheet](#).
- Understand the use of [real-time prescription monitoring](#) in your state or territory to [practise safely when prescribing certain medicines](#). Make sure you document these checks in the patient's records.
- Consider subscribing to reputable clinical resources or guidelines, for example, *Therapeutic Guidelines*, *MIMS* and the *Australian Medicines Handbook*.

Informed consent

- Understand [patient consent](#). Establish good documentation practises for your consent discussions. If you are a proceduralist, make sure the consent forms you use are specific to the procedure and document any additional information in the patient's record. Many colleges have information sheets to inform patients of the risks and benefits of procedures.
- Remember, patients are required to be informed upfront about all costs relating to consultations and procedures. Refer to the AMA's [Guide to Informed Financial Consent](#).

Financial planning

- Decide on your billing rates. Make sure they reflect your years of training. If you're unsure, refer to the [AMA schedule fees](#) or ask more experienced colleagues how they set their fees. Refer to the Australian Competition and Consumer Commission's information on [fee setting by medical professionals](#) to comply with competition law.
- Discuss your tax obligations with your accountant, including whether you need to obtain an Australian Business Number and register for GST.
- Taking annual leave is important to maintain wellbeing, but don't forget to consider the implications of taking leave when financial planning.

Starting your own private practice

Deciding to start or join a medical practice often demands new skills and a fresh mindset. Designed for doctors, our free [Guide to starting a medical practice](#), takes you through some of the key aspects; from business planning and finance, to recruitment and set-up requirements. [We're here to support you](#).

Looking after yourself

Starting in private practice can be both exciting and challenging. So, while you're caring for your patients' health, don't forget your own. Our [health and wellbeing resources](#) can help.

For more information and support, visit our [website](#) or call us on [1800 128 268](#).

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