

STAFF-IN-CONFIDENCE (After first entry)

AD 858-1
Revised Nov 2009

Department of Defence

ADF Family Health Trial Registration

- For participation in the ADF Family Health Trial to provide basic health care to ADF dependants.
- **Do not** complete this form **until** dependant details are updated in PMKeyS (Form AD 160 - *ADF Dependant*)
- All fields are mandatory and **must** be completed (*Unless otherwise stated*).

Privacy statement

Personal information collected on this form will be used by the Directorate of Australian Defence Force Family Health (ADFFH) and its contracted claims service providers for the purpose of participation in the Australian Defence Force Family Health trial. Further information on how your personal information will be used can be found in the attached conditions of use.

Personal particulars of ADF member

Employee ID	Family name	Given name(s)	Email	Phone
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Primary contact details (One primary contact only to be provided for all registered dependants)

Family name (If different from member name)	Given name
Email address	Phone
Mailing address	

Personal particulars of dependant. Complete one registration form per dependant.

Family name	Given name(s)	Gender	Date of birth
City of current residence		State	Postcode
Country			

Medicare card details

Medicare number	
Reference number**	
Family name	
Given name	

2nd Medicare card details (If applicable)

Medicare number	
Reference number**	
Family name	
Given name	

3rd Medicare card details (If applicable)

Medicare number	
Reference number**	
Family name	
Given name	

Tick if dependant is not eligible for Medicare benefits

** The number to the left of dependant name on Medicare card.

Trial options (Tick those options in which the dependant is to participate - You may tick both boxes)

Medical Dental

ADF member acknowledgement

(All boxes must be ticked in order to be eligible to participate in the ADF Family Health trial)

I agree to participate in the ADF Family Health trial and to the best of my knowledge and belief, all the information provided is true and correct.

I have read and understand the conditions of use (Please take particular note of FBT implications).

Signature	Printed name	Date
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Dependant, Parent or Guardian acknowledgement

(Dependants aged 14 years and above, who have the capacity, must sign their consent, otherwise Parent/Guardian must

I have read and understand the conditions of use (Please take particular note of the Privacy Note Disclosure).

Signature	Printed name	Date
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Office use only

Date received	Saved G drive	Saved DRMS	HealthKEYS registration date	Saved G drive	Saved DRMS
Incomplete email			PMKeyS checked		
Ack/Data inconsistent email			Registration scanned		
Acknowledgement email			Service and rank		

Completed forms are to be sent to:

ADF Family Health Directorate, CP2-7-001, Department of Defence, CANBERRA ACT 2600 Fax: (02) 6266 4292

Important: This document remains the property of the Australian Defence organisation and is subject to the jurisdiction of [Section 70 of the Crimes Act 1914](#). If you have received this document in error, you are requested to forward it via fax to the Australian Defence Force Family Health on (02) 6266 4292.

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ADF Family Health Trial Registration

Conditions of use

Eligibility

Dependants of permanent ADF members or dependants of reservists on continuous full-time service who meet the following criteria will be entitled to register to receive benefits associated with the trial:

- Reside in a trial region;
- Are a recognised ADF dependant (As per [Volume 1, Chapter 1, Part 3 of the Pay and Conditions Manual](#));
- Are recognised for ADF housing purposes; and
- are accompanying the member who is posted to a trial location.

Eligible locations from May 2009 are Singleton (NSW), Cairns (QLD) (Including Weipa, Mt Isa and Thursday Island), Sale (VIC), Katherine (NT) (Including Derby (WA)) and the Pilbara region (WA) (Including Karratha, Port Hedland, Tom Price, Newman, Exmouth and Carnarvon). Eligible locations from October 2009 are Townsville (QLD) (Including Tully), Darwin (NT) (Including Nhulunbuy and Alice Springs (NT) and Broome and Kununurra (WA)) and Puckapunyal (VIC).

Note: A dependant's eligibility to participate in the trial is dependent on the ADF member's decision to register. The ADF member may elect to register or deregister an eligible dependant at any time. A deregistered dependant is no longer entitled to receive benefits associated with this trial, and members should notify affected dependants accordingly. Dependants choosing to remain in a trial region when a member is relocated will continue to be eligible.

Dependants eligible for Medicare benefits

Any dependant registered with Medicare Australia on more than one Medicare card number, may include up to three Medicare card numbers when registering for the trial. Dependants may only be registered under one ADF member. Only Medicare card numbers registered for the ADF Family Health Trial may be used to access the medical benefits associated with this trial.

Dependants not eligible for Medicare benefits

ADF members with registered dependants who are not eligible for Medicare benefits may register for the trial by ticking the applicable box on the form. Upon registration, Navy Health will provide information on how to access benefits and how to claim.

Services included

Medical services included in the ADF Family Health Trial are those eligible medical treatments provided by a medical practitioner in a general practice setting, accessed from within the local community. Flexible models for delivery of medical benefits have been implemented to suit the demographic of each of the trial locations. To view the model applicable to a specific location, visit: http://www.defence.gov.au/health/Dependant_Healthcare/i-healthcare_ParticipatingGPs.htm.

Note: Non eligible services are not the responsibility of Defence.

Medical practitioners participating in the ADF Family Health Trial may, in some circumstances, elect not to bulk bill an eligible service. Medical practitioners may also elect not to bulk bill for after-hours consultations. It is recommended that dependants consult with the doctor prior to attendance to confirm bulk billing of eligible services.

Dental services in the ADF Family Health Trial include non-cosmetic items which are GST-free. Claims for these services are capped at \$300 per dependant per calendar year. To determine if your requirements are covered, please consult with your dentist. The benefit amount is current at the time of printing, and is subject to change. For the most current benefit amount, please visit the ADF Family Health website:

http://www.defence.gov.au/health/Dependant_Healthcare/i-healthcare.htm.

Note: Non eligible services are not the responsibility of Defence.

If the dentist is unable to process claims electronically the dependant will be responsible for paying the account and submitting a claim for reimbursement. Reimbursement is subject to the benefit limit. For further information on how to claim, please refer to the ADF Family Health website:

http://www.defence.gov.au/health/Dependant_Healthcare/i-healthcare_CS_claims.htm.

Opt in/Opt out

- ADF members may elect to opt in or opt out their dependants from the trial at any time using form AD 858-2 – *ADF Family Health Trial Amendment*.
- Dependants will not be eligible to receive the benefits associated with this trial until the registration process has been completed, and the ADF Family Health Card received.
- All members who elect to deregister a dependant must complete form AD 858-3 – *ADF Family Health Trial Cancellation*. Until such time as this form has been received and processed by ADFFH, dependants may continue to receive benefits. Confirmation of cancellation will be sent to the primary contact person.
- ADF members may register their eligible dependants for either the medical or dental provision, or for both.

Provision of dependant information

Dependant participation in the ADF Family Health Trial requires the provision of current dependant details. This information is updated through the PMKeyS database using form AD 160 – *ADF Dependant Details* located on Web Forms (See also *Dependant consent on page 4*).

Any discrepancies or inaccurate information provided to ADFFH may result in a delay in processing the registration. This includes, but is not limited to, information held by Medicare Australia that does not match information supplied on the registration form.

Note: Members should ensure that PMKeyS dependant details are consistent with that information provided to ADFFH, and that this information is accurate, current and complete. This includes the dependant family name, given name, date of birth and gender. Medicare card details provided on the form must be consistent with those on the Medicare card.

ADF Family Health Trial Registration

Conditions of use (Continued)

Notifying changes

Members are responsible for ensuring the accuracy, currency and completeness of all registration information including Medicare numbers. Any changes must be immediately notified to ADFFH. Dependant details stored in PMKeyS must be changed using form AD 160 – *ADF Dependant Details*. Other changes should be notified to ADFFH using AD 858-2 – *ADF Family Health Trial Amendment*.

- Changes that impact eligibility, that are not notified and which result in the processing of a benefit, will be treated as a breach of the conditions of use.

Dependants registered for the trial, upon reaching the age of 14 years and having the capacity to provide consent, will be required to provide their consent. Our system will periodically determine whether minors have reached the age of 14 and notification will be sent to request consent from the identified dependant.

Privacy notice

Your privacy is important to the Department of Defence (Defence). This privacy notice provides information about the personal information that ADFFH will collect for the purpose of registering participation in the ADF Family Health Trial, and how that personal information will be used and disclosed.

Commonwealth Government agencies are required to comply with the Information Privacy Principles (IPPs) in the [Privacy Act \(1988\)](#) with regard to the collection, security or protection and use or disclosure of personal information.

Personal information collection

ADFFH will collect and use the following personal information for the administration of healthcare to ADF dependants:

- ADF member's given name, family name, employee ID, email address and telephone number;
- Primary contact name, email address, telephone number and mailing address;
- ADF dependant's given name, family name, gender, date of birth and Medicare card number, including Medicare card reference number; and
- The number of visits an ADF dependant has to a medical practitioner or dentist, including type of visit (*Medical or dental*), the date and value of benefit (*Information to be provided by Medicare Australia and/or Navy Health Ltd*).

Use and disclosure of personal information

Defence will use the personal information gathered to:

- Identify persons who are eligible to receive benefits as part of the provision of healthcare to ADF dependants;
- Record statistical data relating to the number and value of visits a dependant has to a health professional. ADFFH will not know the purpose of the visit. This data will be used to record Fringe Benefit Tax (FBT) for provision to the Defence Taxation Management Office;
- Inform the ADF member of visits their dependants make to a health professional the date and the value of the benefit. This information is used for FBT reporting and may appear on the member's annual Payment Summary. The ADF member will not be informed of the purpose of the visit; and
- Enable trial evaluation and Government reporting.

Defence will disclose the personal information of ADF dependants to:

- Medicare Australia for medical claims processing; and
- Navy Health Ltd for claims processing, benefit payment, customer service and card production.

When Defence discloses your personal information to Medicare Australia and/or Navy Health Ltd for these purposes, these providers will be obligated to use that personal information in accordance with the [Privacy Act 1988](#).

In addition to the disclosures reasonably necessary for the purposes identified above, Defence may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

You may request access to, and correction of your personal information held by Defence as part of this trial. A request for access or correction should be made to ADFFH at the contact details provided on page 4. Dependant details must be updated in PMKeyS using form AD 160 – *ADF Dependant Details*.

Other websites

Further information on Medicare Australia's privacy policies can be found at:

<http://www.medicareaustralia.gov.au/about/privacy-security.jsp>

Further information on Navy Health Ltd's privacy policies can be found at:

<http://www.navyhealth.com.au/about-us-section/privacy>

The website of the Office of the Privacy Commissioner contains information about the [Privacy Act \(1988\)](#) and the rights and responsibilities of individuals, businesses and Commonwealth agencies in respect to the protection of personal information:

<http://www.privacy.gov.au>

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Department of Defence

ADF Family Health Trial Registration

Conditions of use (Continued)

Fringe Benefits Tax

The benefits associated with this trial will be considered a fringe benefit under the [FBT Assessment Act \(1986\)](#). Consequently, the benefits will be subject to FBT and the FBT will be paid by Defence.

Depending on individual circumstances the 'grossed-up' value of the benefits provided during the FBT year may be recorded on a member's annual Payment Summary.

FBT reporting may affect Family Assistance or Child Support payments, therefore we recommend you seek financial advice.

Dependants may only be registered by one ADF member, and fringe benefits may be recorded against that member's annual Payment Summary. Information to be recorded on each member's annual Payment Summary may be viewed through PMKeyS Self Service.

Further information may be found at

The ADF Financial Services Consumer Council:

www.adfconsumer.gov.au

Finance in Defence (Intranet only):

<http://intranet.defence.gov.au/find/tax/fbt/index.html>

Australian Taxation Office:

www.ato.gov.au

Dependant consent

Those dependants aged 14 years and above who have the capacity to give consent, will be required to provide consent on the registration form. Children aged under 14 years may have consent granted by their parent or guardian. Dependants registered for the trial, upon reaching the age of 14 years and having the capacity to provide consent, will be required to provide their consent. Dependants must consider the information contained within the privacy notice on page 3, before providing their consent. Our system will periodically determine whether minors have reached the age of 14 and notification will be sent to request consent from the identified dependant.

Complaints handling

For complaint handling procedures, please refer to the ADF Family Health website:

http://www.defence.gov.au/health/Dependant_Healthcare/i-healthcare_CS_complaints.htm

Private health insurance

ADF members, and their registered dependants, are permitted to claim from their private health insurance fund, and may then claim the gap amount against their remaining ADF Family Health benefit. However, claiming from private health insurance as well as the ADF Family Health benefit where the total amount payable by all sources exceeds the amount charged for the service is a breach of the conditions of use. It is the participant's responsibility to check with their private health insurer to verify how their ADFFH entitlements may impact benefit claims against the fund. Benefits may be reduced where monies are payable from other sources for the same service.

Activities not permitted

The following activities, whilst not inclusive, will be considered a breach of the conditions of use:

- Failure to notify the ADFFH of changes to dependant information that is likely to affect eligibility to participate in the trial;
- Use of inactive Medicare card;
- Benefits provided to dependants that are for workers compensation or third party claims;
- Accessing of benefits by dependants no longer eligible to participate in the trial;
- Claims against the trial and a private health insurance fund such that the total amount payable by all sources exceeds the amount charged; and
- Transfer of benefits to another person.

Disclaimer

While reasonable care has been taken in the preparation of this document, ADFFH does not guarantee or warrant the accuracy, reliability, completeness or currency of the information provided in this registration form.

The ADFFH Directorate is not responsible for the accuracy of information provided from PMKeyS for use in this trial. Each ADF member is to ensure the accuracy, currency and completeness of all dependant details contained within PMKeyS prior to registering for the trial, and to ensure that any changes to dependant details are maintained using form AD 160 – *ADF Dependant Details*.

ADFFH contact details

ADF Family Health Directorate

CP2-7-001

Department of Defence

CANBERRA ACT 2600

Phone: (02) 6266 3547

Fax: (02) 6266 4292

Email: ADF.DependantHealth@defence.gov.au

Website: http://www.defence.gov.au/health/Dependant_Healthcare/i-healthcare.htm

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**ADF Family Health Trial Registration
Checklist**

To assist in registering your dependants with minimal processing delays utilising form AD 858-1 – *ADF Family Health Trial Registration*.

Have you read the 'Conditions of use'?

Have you checked your dependant details are correct in PMKeyS?

Name

Address

Date of birth

Gender

If any of the above information is incorrect or incomplete on PMKeyS:

- Submit form AD 160 – *ADF Dependant Details* to your Admin Officer or Customer Service Centre; and
- Confirm your PMKeyS Dependant Details have updated correctly.

Have you checked your dependant details are correct with Medicare Australia?

Name

Address

Date of birth

Gender

Medicare Card is current and active

If you need to contact Medicare Australia, phone them on 132 011.

Have you completed form AD 858 – *ADF Family Health Trial Registration* for each dependant, ensuring information is consistent with Medicare Australia and PMKeyS?

ADF member personal particulars

Primary contact details

Dependant personal particulars

Medicare card details

Trial options - Medical and/or dental

ADF member acknowledgements and signature

Dependant **or** parent or guardian acknowledgements and signature*

* If a dependant is **under** 14 years of age, a parent or guardian must sign on their behalf.

If a dependant is **over** 14 years of age, and has the capacity, he or she must sign the acknowledgement.

Send registration forms to:

ADF Family Health Directorate
CP2-7-001
Department of Defence
CANBERRA ACT 2600

Fax: (02) 6266 4292