

Appendix D

Monthly reporting to HBF by Approved Association.

By the 7th day of each month, the Approved Association must provide HBF with an Excel (.xl) file which contains the following information:

- Member Name
- Practice location address
- State
- Contact details
- Profession (may be more than one)
- Level of membership for each profession (eg. Full member, Fellow)
- Evidence of Professional Indemnity currency, including expiry date
- Evidence of First Aid qualification currency, including expiry date
- Evidence of relevant continuing professional education/training

The report is to clearly highlight any members who meet HBF's criteria who are:

- New Members
- Existing members who have added or deleted a profession which has been assessed by the Association as meeting HBF's criteria.
- Ceased Members (stipulating reason for ceasing eg. Lapsed through non-payment of fee, left country, ceased to practice, terminated for disciplinary reasons, joined another Association).

The Association is responsible for ensuring that members at all times meet all requirements as specified by HBF. The monthly listing should, wherever possible, only include those members who meet HBF provider criteria (eg. it should not include information on members who have completed a course which does not meet HBF's minimum requirements, even though they may be recognised by the Association as sufficiently qualified to practice).

If a member ceases to be recognised by the Association for one or more professions for which they are registered HBF providers, they will cease to be eligible for HBF registration and will be treated as though deemed to be an unacceptable provider. HBF will immediately commence the de-recognition process (outlined in HBF's Fund Rules section E.3.3 and E.3.4 and the Provider Information Guide) and services rendered by that provider will not attract HBF benefit.