

Enrolment via Auditable Contact - Checklist

Enrolment Requirements (Version 4.1 - November 2018) - Section 8 Confirmation of Enrolment

Auditable Contact Rules:

- may be a telephone contact or electronic media exchange with an Enrolled Person that specifically confirms his/her intention to remain enrolled with the Contracted Provider.
- is only acceptable if the conversation is documented in the Enrolled Person's Daily Record and there is sufficient documented evidence that the Enrolled Person's eligibility and entitlement to be enrolled has been confirmed, and
- there is no reason why the Enrolled Person's eligibility and entitlement to be enrolled would have changed.
- may be used as confirmation of enrolment only if there is a signed Enrolment Form on file. NB Prior to 1 April 2004 a signed Enrolment Form was not required.
- may be used to update the Date of Confirmation of Enrolment field in the PMS if the above conditions are met.

NB: If enrolment has already expired, then the Auditable Contact method of re-enrolment is NO longer an available option. A new enrolment form MUST be obtained.

	Patient's Name: NHI:	
1	Phone Call Date: Staff Member Calling: Staff Member Signature:	
2	Has Enrolled Person confirmed that he/she wishes to remain enrolled with the practice	YES / NO (circle answer)
3	Does practice hold a valid enrolment form (with the eligibility questions and Health Privacy Declarations) signed by correct person? Yes - Enrolment Form Dated:	
4	Does Practice hold documented Evidence the patient's eligibility has been tested? Yes - Describe evidence viewed (e.g. NZ Passport number, or NZ Citizen by Birth via NES DIA Data share, Birth Cert in Inbox, Current Work Visa dated XX/XX/XXXX in Inbox, etc)	
5	Ensure "Re-Enrolment" is updated in NES and this form is scanned into the Inbox	