

Provider Online Services (POS) registration application



Introduction

Provider Online Services (POS) is a secure internet portal owned and operated by the Transport Accident Commission (TAC) and WorkSafe Victoria. POS enables you to check a patient's TAC / WorkSafe Victoria claim status.

Technology requirements

To ensure the highest security level and to optimise Your POS experience, We recommend You access POS using Google Chrome or the latest version of Internet Explorer. We cannot guarantee the performance of POS on other browsers.

Privacy

The TAC and WorkSafe need certain personal information to register Users of POS. We will use this information to manage the POS application and for the administration, evaluation and audit of POS. We will not disclose this information outside of the TAC / WorkSafe unless required to by law.

Users can get a copy of their personal information by contacting the TAC or WorkSafe as applicable. You can view either Privacy policy at www.tac.vic.gov.au for TAC or www.worksafe.vic.gov.au for WorkSafe.

Billing Organisation Details

Registered or trading name		ABN	
Telephone		Email	
Billing Organisation address:		Suburb/City	
		Postcode	

Authorisation and Declaration (to be completed on behalf of the Billing Organisation)

By ticking the box below, I confirm I am duly authorized to sign this declaration on behalf of the Billing Organisation; authorize the User to access POS to check claim data about TAC / WorkSafe Victoria clients treated by the User or Billing Organisation but only insofar as this is directly relevant to the User performing their usual duties. I declare the above details are correct and that I have read, understood and accepted the Terms.

Name:		Position:	
Date:		Tick Here	

Please enter any other users in the organisation that will be using the POS system.

USER CONSENT AND DECLARATION The Billing Organisation confirms that each User has consented to the collection and use of Personal Information by the Billing Organisation including the disclosure of Personal Information to the TAC and WorkSafe for the purposes outlined in the Terms. The Billing Organisation confirms that each User listed below has read, understood and accepted the Terms.

Name:	Position:	Email	Phone	Consent and Declaration

System Access Required: Please select the access you wish users to have for POS.

WorkSafe Victoria

TAC

Applications can be submitted via: EMAIL to pos_support@tss.vic.gov.au

Questions about POS or the Registration Application can be directed to TAC - 1300 654 329, WorkSafe - 03 4243 7051

DEFINITIONS

Billing Organisation	An organisation that employs or engages a User to issue invoices as noted on the Registration Application or otherwise advised in writing to Us (noting that a separate Registration Application is required for each Billing Organisation associated with a User).
Confidential Information	Information provided by one party to the other relating to the disclosing party's business, operations or strategies, intellectual or other property.
Personal Information	Has the meaning given in the Privacy and Data Protection Act.
Privacy and Data Protection Act	Privacy and Data Protection Act 2014 (Vic).
POS	Provider Online Services portal.
Registration Application	The application form attached to and forming part of these Terms. TAC – means the Transport Accident Commission
Terms	These terms and conditions.
User	A person who has completed the Registration Application and is authorised to access POS as a sole trader, service provider or other person employed or engaged by a Billing Organisation and, if the context requires, includes any person accessing POS
We, Our, Us	TAC or WorkSafe as the context requires.
You, Your	the Billing Organisation.

BEFORE YOU USE POS

By completing the Registration Application the Billing Organisation acknowledges it has understood and accepted these Terms. Each time You use or access POS You acknowledge Your agreement to these Terms. If You do not agree to these Terms You must not use or access POS.

USE OF POS

A User may use and access POS: – if the User is a practice manager or administrative officer: solely for the purpose of the Billing Organisation providing services to Us or to a TAC client; – if the User is an allied healthcare provider: solely for the purpose of You providing services to Us or to a TAC or WorkSafe client.

A User must not use the information provided on POS for any other purpose or disclose to or permit someone else to use the information for any other purpose.

UNDERTAKINGS

You undertake to Us to:

- (security and authentication) ensure that each User's username and password are safeguarded in such a manner so as to avoid any unlawful, fraudulent or improper use of POS, including but not limited to ensuring Users: do not share or reveal their POS username or password to any other person or to record it in any material form); Users will always log out of the POS system when leaving a computer unattended; always dispose of sensitive information in secure bins; and not to damage POS, including by knowingly uploading or injecting malicious code,

- (individual identification) take such steps as are reasonably necessary in order to ensure that the person accessing and using POS is the User listed in the Registration Application. - (compliance with the laws) comply at all times with all applicable laws in relation to the use of POS and in the collection, storage, use, disclosure and security practices in relation to the information contained in POS; and - (maintain insurance) maintain such insurances in respect of the access and use of POS as are reasonably necessary and appropriate.

SUSPENSION AND TERMINATION

We may immediately suspend access to POS without notice where:

- We consider that there is a security or integrity risk to Us or the operation of POS; - We have reason to suspect that a User's POS username or password are being used without required authorization or for unlawful purposes; - If You or a User fail to comply with these Terms or any other agreement You have with Us; or - There is a technical failure, modification or maintenance involving POS.

We may terminate Your access to POS permanently:

- With immediate effect if You breach any of these Terms; or - At any time by giving 14 days prior written notice.

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PRIVACY AND CONFIDENTIAL INFORMATION

You warrant and undertake to ensure your use of POS complies with the Privacy and Data Protection Act. Without limiting this obligation, You must:

- Collect, use, disclose and otherwise handle Personal Information collected by or on behalf of You in connection with Your access to POS only for the purpose outlined in these Terms and only in compliance with the Privacy and Data Protection Act or any other privacy law applying to the TAC or WorkSafe; and - notify Us in writing of any actual or suspected breach of its obligations under these Terms.

Confidential Information disclosed by one party to the other party may only be used by the recipient party as necessary to perform its obligations under these Terms. Neither party shall disclose to any third party Confidential Information disclosed by the other party without the prior written consent of the disclosing party except to the extent that such information is:

- publicly available or becomes so in the future without restriction; - already in the recipients possession and lawfully received from sources other than a party without being subject to separate confidentiality obligations; or - information that is required to be disclosed under compulsion of law, provided that notice is given to the other party in order that it may challenge such disclosure.

INDEMNITY

You indemnify, and will continue to indemnify, Us against, and must pay Us on demand, the amount of any loss which We demand, the amount of any loss which We suffer, incur or are liable for arising from or any costs incurred in connection with:

- A misrepresentation by You;
- A breach of these Terms by You; and
- The access of POS by You or a User.

DISCLAIMERS

We will attempt to ensure the accuracy of all information provided on POS. However We cannot guarantee the information You are viewing is current at the time You are viewing it. We will not be liable for the currency of the information accessed through POS.

While We endeavour to provide a secure environment and a reliable system, We cannot promise that Your access to POS will be uninterrupted, error-free or secure.

You agree We are not responsible for any loss or damage You, or others acting for You, may suffer in connection with POS including loss or damage associated with interruptions to or unavailability of POS and communication costs, software acquisition or support costs.

CHANGES

We may change these Terms at any time by mail, fax, electronically or online and the revisions will be effective immediately. If You use POS after the change You will be taken to have agreed to the change in respect of all subsequent POS enquiries. These Terms cannot be changed orally or by conduct.

GOVERNING LAW

These Terms are governed by the law in force in Victoria and You irrevocably and unconditionally submit to the non-exclusive jurisdiction of the courts of Victoria and Courts of Appeal from them.