

# Oral Health Fee for Service Scheme

## Applying to be a provider

### Establishing a business profile and practitioner profile

To register on the Scheme, the business (dental practice) you work at, must establish a profile on the online administration system at: <https://ohffss.health.nsw.gov.au/#/home>.

Once the business has established a profile, they can add you as a practitioner so you can complete your profile.

Businesses must nominate the local health district(s) (LHDs) where their business is located (or near to) and must nominate what services practitioner(s) registered under their business can provide.

User guides are available under the 'Help' page on the online administration system to assist businesses and practitioners to set up their profiles.

### Mandatory requirements to join the Scheme

As part of your application, you must provide the following:

#### For businesses:

- company/trading name
- Australian Business Number (ABN)
- relevant bank details
- radiation management licence (if your practice takes OPGs)

Businesses must also:

- hold public liability insurance and worker's compensation insurance
- once approved, register as a NSW Health supplier

#### For practitioners:

- Australian Health Practitioner Regulation Agency (AHPRA) registration number
- radiation user licence (if you are authorised to take OPGs)
- Working with Children Check number

Practitioners must also:

- hold professional indemnity insurance
- agree to the terms and conditions relating to participation on the Scheme as outlined in the OHFFSS Policy Directive

### Dental Therapists / Oral Health Therapists / Dental Hygienists

Dental therapists, oral health therapists and dental hygienists applying to participate on the Scheme must outline their scope of practice in the online administration system when registering.

They must have an established referral pathway with a dentist who is registered on the Scheme within the same practice so if a patient requires treatment outside of their scope of practice they can be treated promptly.

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## Approval on the Scheme

The relevant LHD will review the request and you will be notified as to whether your application has been approved.

Once you have been approved on the Scheme, your name will display on the public list under the LHD(s) you have been approved in, and patients who have been issued a voucher can contact you to make an appointment.

If you are not accepted on the Scheme, the LHD will notify you of this and advise you why you have not been accepted. The reasons why your application may not be approved are outlined in the OHFFSS Policy Directive.

Please note, acceptance on the Scheme does not guarantee a predetermined number of patients.

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## Contact Us

For enquiries related to your application, please contact the OHFFSS coordinator in the relevant LHD either via the 'Contact Us' page on the online administration system or using the contact details provided under the 'Health Districts' page once you are logged into the system. You can access the online administration system at <https://ohffss.health.nsw.gov.au/#/home>.

For general enquiries about the Scheme, please contact the statewide OHFFSS Coordinator on 1800 938 133 or email us at [MOH-OralHealthStrategy@health.nsw.gov.au](mailto:MOH-OralHealthStrategy@health.nsw.gov.au).

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## Frequently Asked Questions

### What type of Working with Children Check do I need?

You must have a paid, NSW Working with Children Check. To apply for a Working with Children Check, please visit <https://www.service.nsw.gov.au/services/working-with-children>.

### Do I need to provide evidence of public liability insurance, worker's compensation insurance, or indemnity insurance?

You do not need to provide evidence of these documents, unless requested to do so.

### How long will it take for my application to be processed?

Once you have submitted your application, the LHD should review it within 7-10 business days. Once it has been reviewed, you will be notified whether your application has been accepted.

### Who do I contact regarding the status of my application?

You can either login to your profile to check the status of your application, or you can contact the relevant LHD.

### How do I create a business and practitioner profile on the database?

Step-by-step instructions on how to create a business or practitioner profile can be found under the 'Help' page on the online administration system.

### How often do I need to update my documents on the Scheme?

You are required to ensure your details and documents uploaded on the online administration system remain current. You are also required to reaffirm your agreement with the terms and conditions every 12 months.

### Will I be notified when my documents are expiring?

Yes, you will be automatically notified when your documents are due to expire. You will be notified at the following intervals:

- 30 days prior to expiry
- 7 days prior to expiry
- 1 day after expiry
- 30 days after expiry

If your documents are not updated by the expiry date, patient referrals will be paused, and after 30 calendar days, your registration will be suspended.

### What do I do if I forget my login details?

Contact the statewide OHFFSS Coordinator on 1800 938 133.

### What do I do if ownership of my business changes?

A new business profile must be created, and you must contact the LHD(s) you are registered in, or the statewide OHFFSS Coordinator to delete the old business profile.