

How to engage us to become a Home Care Services Provider?



Initial Engagement:

- Sign contract
- Pay 1st instalment services fee
- Company set-up ready
- Fund ready

- Care Team Set up
- Equipment set up
- Social media set up
- Lawyer and Accountant appointed
- Compliance documents set up
- Go through all documents files
- Pay 2nd instalment services fee

Step 1

Apply to become an Approved Provider of Aged Care

Step 2

Receive notification that you are an Approved Provider of Home Care and be issued with a NAPS Provider ID by the Department of Health

Step 3

Obtain AUSkeys for relevant staff from the Australian Business Register or use Vanguard Federated Authentication Service (FAS) as an alternative.

Step 4

Complete a My Aged Care Organisation Administrator form

Step 5

Notify the Department of Health of your Home Care Service

Step 6

Department of Health sets up your service in the National Approved Provider System (NAPS)

Step 7

Configure staff access, outlets and service information in the My Aged Care Provider Portal

Step 8

Set up your payment information with the Department of Human Services

Pay last instalment services fee