### Obtaining a Copy of the Equipment List Extract from the LSPN Register

In order to obtain the current list of equipment that your Practice has registered with Medicare, the following steps must be taken:

1. The authorised representative or proprietor must email lspn@humanservices.gov.au with a request for the list of equipment from the Diagnostic Imaging Register
2. All requests must have the Location Specific Practice Number (LSPN) in the email subject line
3. Allow up to 30 days for processing
4. Replies will be sent by ‘secure email’ which means that you will receive a notification email requiring you to create a passphrase to access the Department of Human Services secure email system.

Example of the Equipment List Extract from the LSPN Register

| **Extract of Diagnostic Imaging Equipment from LSPN Register** |
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| **LSPN** | 009999 |  |  |  |  |
| **Practice /Trading Name** | **SunnySide Imaging** |  |  |  |  |
| **Equipment Type** | **Serial Number** | **Date Manufactured** | **Date First Installed in Australia** | **Date Operational at LSPN** |
| Ultrasound | 184360SU2 |  | 01 03 2007 | 01 03 2007 |
| Ultrasound | 142786XYZ |  | 01 07 2010 | 01 07 2010 |
| Ultrasound | 142955DS2 |  | 26 07 2012 | 19 08 2012 |
| Ultrasound | 147890XX4 |  | 08 08 2013 | 10 08 2013 |