

## Appendix 8: Example – LSPN equipment details as provided by Dept Human Services

### 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 [lsbn@humanservices.gov.au](mailto:lsbn@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				
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