



Australian Government

Department of Health

Introduction of the PBS Approved Suppliers Portal on 9 October 2019 – information for hospital authorities

September 2019

The PBS Approved Suppliers Portal has been developed to allow applicants to lodge applications for approval to supply pharmaceutical benefits and update their details on line.

With the introduction of the PBS Approved Suppliers Portal on **9 October 2019**, a number of changes to the process for lodging applications and other forms will come into effect.

Comprehensive user guides to assist with the process will be available from the PBS Approved Suppliers Portal and the Department of Health website.

Preparing for access to the PBS Approved Suppliers Portal

To register for access to the PBS Approved Suppliers Portal you will need to obtain and install an AUSkey. You should allow up to ten business days for this process. Instructions on how to obtain an AUSkey are available from the [Australian Business Register](#) website.

Please note, if you have already obtained and installed an AUSkey, you do not need to obtain a new one.

Lodging applications and related forms

The PDF forms listed below will be available from the Department of Health website and, in line with current processes, they can be downloaded and completed as required.

- *Application for a hospital authority to prescribe and/or supply pharmaceutical benefits and/or highly specialised drugs*
- *Authority to authorise pharmacist(s) to sign claim forms on behalf of a hospital authority*
- *Notification of bank account details for a hospital authority*
- *Notification of a prescribing only hospital*

From 9 October 2019, you should lodge completed PDF forms via the PBS Approved Suppliers Portal. To do this, you will need to have a digital copy of the completed form (and any supporting documentation) saved to your computer. When you have signed in to the PBS Approved Suppliers Portal, you will be able to lodge your application or other form by attaching the file(s) at the 'Upload Documents' tab.

Contact Us

If you have any questions about the PBS Approved Suppliers Portal, please email details of your enquiry to pbsapprovedsuppliers@health.gov.au.