



ATMS

Membership
Information &
Application Form
for
Accredited Membership



Australian Traditional Medicine Society Accredited Membership Application Form

The Australian Traditional-Medicine Society (ATMS) was founded in 1984 as a not-for-profit company incorporated with the Australian Securities and Investments Commission (ABN 46 002 844 233).

ATMS promotes and represents professional practitioners of natural medicine, who are encouraged to pursue the highest ideals of professionalism in their natural medicine education and practice.

The ATMS Code of Conduct and official ATMS Policies may be downloaded from the web site www.atms.com.au

Accredited Membership

ATMS Accredited membership is available in the following natural medicine modalities:

TACTILE THERAPIES	
Acupuncture*	Bowen Therapy
Aromatherapy	Kinesiology
Chiropractic*	Remedial Massage
Lymphatic Drainage*	Traditional Thai Massage
Osteopathy*	
Reflexology	
Shiatsu	
Traditional Chinese Massage (Tuina)	

NON TACTILE THERAPIES
Ayurveda
Chinese Herbal Medicine*
Homoeopathy
Hypnotherapy
Naturopathic Nutrition
Naturopathy
Western Herbal Medicine

* The following special conditions apply in respect of above modalities marked with an asterisk:

Acupuncture: Must have current national registration.
 Chinese Herbal Medicine: Must have current national registration.
 Chiropractic: Must have current national registration.
 Lymphatic Drainage: Specific conditions apply. Contact the ATMS Office for more details.
 Trigger Point Dry Needling: Specific conditions apply. Contact the ATMS Office for more details.
 Osteopathy: Must have current national registration.

General Academic Eligibility

Accredited membership is the only category suitable for a practitioner, and entitles the member to the full range of professional benefits.

To meet the academic qualifications required by ATMS, an applicant must have successfully completed study in a course approved by ATMS; or successfully completed a non approved course which in the opinion of ATMS is of an equivalent standard to the applicable ATMS academic criteria.

Overseas Qualifications

ATMS does accept overseas qualifications providing that the course is of an equivalent standard to the applicable ATMS academic criteria. Any documentation or qualifications that are in a language other than English need to be officially translated.

It is of note that Health Funds generally do not accept overseas qualifications, or may require further documentation in addition to what is required for membership of ATMS. Please contact the ATMS Office for more information.

As at April 2017, ATMS had 11,000 financial members, representing about 65% of all natural medicine practitioners nationally.

ATMS has three categories of membership:

- Accredited member
- Student member
- Associate member

For further information on Student and Associate Membership, please refer to their individual application forms.

Other Eligibility Criteria

The above eligibility criteria are the primary specific criteria at the time of publication. In addition an applicant must be at least 18 years of age and of good character. ATMS may amend its membership eligibility criteria at any time, and that criteria will be applied regardless of whether or not it is published in the Membership Information and Application Form.

How Long Does Accredited Member Processing Take?

For successful applicants who have completed an ATMS approved course, it may take up to 14 days for receipt of confirmation of membership.

For applicants who did not complete an ATMS approved course, the application may need to be assessed by the Academic Review Committee which meets on a regular basis. The Committee will not assess an application unless full documentation is attached.

Checklist of Documents to Submit

Applicants who have completed an ATMS approved course must submit the following documents with their application:

- A copy of your education qualification that has been certified by a Justice of the Peace (please do not send the original college issued award).
- A copy of the academic transcript that has been certified by a Justice of the Peace showing details of the subjects and hours of study per subject (please do not send original college issued document).
- A list of subjects, within the qualifications used for joining ATMS, that were undertaken entirely by distance education or other off-campus study.
- A list of subjects, within the qualifications used for joining ATMS, which were obtained through Recognition of Prior Learning (RPL). All supporting evidence of the prior training, skills and knowledge used to gain the RPL must also be submitted.
- If you have a different name on your education qualification, legal proof of name change.
- Passport size photograph.
- If born outside of Australia or New Zealand, proof of permission to work in Australia.
- A copy of your current Senior First Aid Certificate.
- If you already have Professional Indemnity Insurance, please send a copy of your insurance policy with your application. (For most applicants this will be arranged after gaining membership with ATMS.)

- If you already have health fund provider status, please include your provider numbers with your application.
- If you are applying for accreditation in Osteopathy, Chiropractic, Acupuncture and/or Chinese Herbal Medicine, proof of current practicing registration with the relevant National Registration Board.
- If your qualifications are more than 5 years old, please submit evidence of professional clinical experience, as well as evidence of continuing education.
- Credit card details, Cheque or Money Order.

For applicants who did not complete an ATMS approved course, the preceding documents must be submitted where relevant) as well as the following:

- Evidence of the number of supervised clinical training hours undertaken during or after the course and the minimum number of consultations as the primary consulting practitioner during this period. Please note that the health funds generally do not accept supervised clinical training completed after the course.
- Evidence of the number of hours of face to face training as a part of your course.
- The teaching institution prospectus and course curriculum.

In all cases the ATMS reserves the right to request additional documentation as required. Failure to submit requested documents may result in rejection of the application.

Membership Fees

Membership fees are based on the financial year. To join ATMS between July and December (full year), the membership fee is \$280. To join ATMS between January and June (half year) is \$165. All memberships expire on the 30th June each year.

The fees listed above includes the administrative fee, GST and is correct at the time of publication, but is subject to change without notice. For applicants who do not proceed with membership, the administrative fee will be forfeited.

Student Member Upgrade Applications

Upgrade applications for an ATMS student member to be an accredited member may be made by completing the Application at the end of this form. Please see the "Checklist of Documents to Submit for Accredited Membership" for the required additional documentation. (You do not need to provide another photo if you have already provided ATMS with a photo when you applied for student membership.)

Please contact the ATMS Office to determine the cost to Upgrade, as half or full year fees may apply.





The Benefits of Accredited Membership

- Membership of Australia's largest natural medicine association.
- Dedicated professional full time staff serving the needs of members.
- Potential eligibility for up to 43 health funds.
- Access to professional indemnity insurance cover with the ATMS Policy Scheme.
- Free subscription to the EBSCO Publishing Alternative Medicine and Rehabilitation Reference Center giving you access to over 1,400 medical journals, hundreds of clinical summaries and more.
- Free entry in the ATMS online Practitioner Directory.
- Practitioner referral service.
- Subsidised entry to ATMS Continuing Education Seminars held around Australia.
- Journal of the Australian Traditional-Medicine Society (a peer reviewed quarterly publication).
- Free advertising in the Noticeboard section on the ATMS website.
- Merchandising Products, eg: Marketing Postcards, Polo Shirts, Pens.
- National media advertising to promote ATMS members and natural medicine practice in the community.
- Use of the ATMS logo on clinic stationery.
- Eligible to apply for the Simon Schot Education Grants each year.
- Eligible to apply for ATMS Research Grants.

- Lobbying with Government bodies, political parties and regulatory authorities on a wide range of issues affecting the practice of natural medicine.
- ATMS website: www.atms.com.au including a member's only area, a free listing of practice details and a link to members' professional practice websites.
- Free subscription to ATMS Wise-N-Well eNewsletter.

ATMS Membership Directory

Accredited members' details are made available to the public in an online directory as part of the ATMS website www.atms.com.au maintained by ATMS. This is an excellent source of free advertising for Accredited members which utilises a user friendly search engine. The website directory is updated and lists the name, membership number, clinic addresses, clinic telephone number and disciplines of Accredited members. As well as listing practice details, members may include a clinic email address and a link to their own website.

If an Accredited member wishes to have their details included in the directory, please tick Yes to this question on the application form. Unfortunately members cannot have the choice of inclusion of one clinic address and not another. A Yes tick indicates that all clinic addresses on file will be included in the directory.



Health Funds

ATMS is a 'professional organisation' within the meaning of section 10 of the Private Health Insurance Accreditation Rules 2011. This potentially allows ATMS accredited members to be recognised as approved providers by the various private health funds.

Approved health fund provider status is, however, subject to each individual health fund's requirements. Consequently membership of ATMS does not automatically qualify a practitioner to be a recognised/ approved provider with all health funds. Please also note that several health funds do not recognise courses done substantially by distance education, or qualifications obtained overseas.

To ensure a faster assessment and processing of any eligible health fund provider status after your membership application has been processed, please ensure you submit the following with your membership application:

- Completed ATMS Health Fund Declaration Form (available on the ATMS website)
- Evidence that you meet the individual health fund education criteria. The individual health fund criteria is available on the ATMS website. Please note that the evidence required by the health funds for assessment may be in addition to the documents already provided by your college.
- If you already have health fund provider status, please include your provider numbers and the health funds that you are registered with when submitting your application.

Additional requirements for recognition as a provider by health funds include:

First Aid Certificate

Accredited members are required to have a current Provide First Aid (also known as Senior First Aid, Workplace Level 2 or Apply First Aid) certificate. A copy of the certificate must be sent with the application form.

Professional Indemnity Insurance

Accredited members are required to have current professional indemnity insurance. This is also a requirement for health fund provider status. The ATMS Professional Indemnity Insurance Policy Scheme allows members entry to a high quality insurance policy at a very competitive rate.

Details of the ATMS Professional Indemnity Insurance Policy Scheme will be sent to you with your new member pack. You must be accepted as an ATMS Accredited member before being allowed entry into the scheme.

Please note that some health funds require a certain minimum level of cover. Please refer to the health fund individual Terms and Conditions for further information.

Should you already have Professional Indemnity Insurance prior to joining ATMS, please send a copy of your policy with your application form.

Continuing Professional Education

All Accredited members must fully participate in the ATMS Continuing Professional Education Program and maintain evidence of their Continuing Professional Education activities. Evidence of Continuing Professional Education activities must be provided if requested by ATMS.

Details of the ATMS Continuing Professional Education Program will be sent to you with your new member pack, and are also available on the ATMS website. It is also a requirement of health funds that recognised practitioners undertake ongoing, continuing education activities.

Health Fund Rebates

A full list of health funds which rebate on specific modalities is placed on the ATMS website. Updated information on health fund changes is also published in both the Journal of the Australian Traditional Medicine Society as well as on the ATMS website.

For health funds to rebate on the services of Accredited members, it is important that a proper invoice be issued to patients. The information which must be included on an invoice is also listed on the ATMS website.

It is ATMS policy that only Accredited members issue their own invoice. An Accredited member must never allow another practitioner, student or staff member to use their provider details, as this constitutes health fund fraud. Misrepresenting the service(s) provided on the invoice also constitutes health fund fraud. Health fund fraud is a criminal offence which may involve a police investigation and expulsion from the ATMS Register of Members.



Professional Conduct

It is a condition of ATMS membership that the professional conduct of members is bound by the ATMS Constitution, ATMS Code of Conduct, and official ATMS policies as determined from time to time by the ATMS Executive.

Copies of these documents are available on our website.

Complaints

A member of the public, or another practitioner, may lodge a formal complaint against a member for a breach of the Code of Conduct.

A complaint against a member is deliberated upon by the ATMS Complaints Committee. Should the complaint be upheld, a range of sanctions can be imposed depending on the severity of the misconduct. One sanction open to the Board of Directors is expulsion of the member from the Register of Members. Complaints which involve a serious allegation may be referred to the Police or other relevant Government Agency for investigation.

ATMS Official Policies

The following are a summary of the ATMS policies which have been determined by the ATMS Executive. All ATMS members must comply with the ATMS policies. For further information of our policies, please refer to our website www.atms.com.au.

Internal Examinations

As the practice of natural medicine does not in any of its forms require an internal examination, any internal examination by a member, even if the patient submits, is regarded as indecent assault which is a criminal offence.

Breast Massage

It is the ATMS policy that members do not massage the mammary glands of patients, and that only professional techniques be applied to surrounding tissue.

Ingestion of Essential Oils

Suitably qualified practitioners may prescribe the ingestion of essential oils providing the essential oils are combined with other non-essential oil ingredients which are included for therapeutic use and the product is listed or registered on the TGA ARTG. The prescribed level of essential oil should be regarded as safe. That is the level of prescribed oil should be less than the maximum levels established by the Australian National Drugs and Poisons Scheduling Committee.

Use of the Title 'Doctor'

ATMS requires practitioners (who are not registered medical practitioners) who choose to adopt the title "Dr" in advertising, whether or not they hold a Doctorate or PhD, make it clear that they do not hold registration as a medical practitioner. In advertising the title of "Doctor" or "Dr" the full title of the doctoral qualification must be provided whenever the title is used. For example: Doctor Mary Jones (Doctor of Philosophy).

Continuing Professional Education Program

It is ATMS policy that all Accredited members must fully participate in its CPE program. Details of the CPE program are found on the ATMS website at www.atms.com.au.

Accredited members' CPE activities are subject to a yearly audit. If audited, a member must provide satisfactory evidence that applicable Continuing Professional Education activities were undertaken.

Work Health and Safety

It is the ATMS policy that members will comply with all the applicable Work Health and Safety requirements in their practice.

Health Fund Receipts

It is ATMS policy that under no circumstances may a student, staff member or another practitioner use someone else's membership number for purposes of issuing receipts for health fund rebate. All information provided on a receipt must be completely true and correct.

Patient Confidentiality

Patient confidentiality is an essential requirement of healthcare practice. Wrongful disclosure of personal information in respect to a patient by a member of the Society, or a member of his or her staff, is a breach of the Society's Code of Conduct and its Constitution. The Executive will give serious consideration to the termination of the membership of the Society of any member who directly or indirectly wrongly discloses such information. Members are required to abide by Privacy Law. Information to help members comply with their Privacy obligations is available on the ATMS website.

Telephone and Internet Consultations

While face-to-face consultations are preferred, online audio-visual consultations can provide a more convenient and accessible healthcare delivery without compromising patient safety. Only financial accredited ATMS members with qualifications in Counselling, Herbal Medicine, Homoeopathy, Naturopathy and Nutrition can provide online audio-visual consultations. ATMS Student members must not practice or perform consultations. For guidance, please refer to ATMS' Online Audio-Visual Consultation Policy.

Contact Details

Registered Office: Unit 12, 27 Bank Street,
Meadowbank NSW 2114

Postal Address: PO Box 1027, Meadowbank NSW 2114

Telephone: 02 8878 1500 Toll Free: 1800 456 855

Facsimile: 02 9809 7570

Email: info@atms.com.au Website: www.atms.com.au

ABN 46 002 844 233

 www.facebook.com/atmsnatmed

 www.twitter.com/atmsnatmed

 www.atms.com.au/blog



APPLICATION FOR MEMBERSHIP AUSTRALIAN TRADITIONAL MEDICINE SOCIETY LTD

ABN 46 002 844 233

(Applications for Student or Associate Membership should be made on the Student or Associate Application Form)

Please read the preceding Membership Information before completing this form

Affix
photo
here

Personal Details

First Name

Surname

Postal Address

Suburb State Postcode

Home telephone (for ATMS office use only) Mobile

Email

Gender Female Male

Date of Birth Country of Birth

Do you have residency or permit to work in Australia? Yes No

Have you been known under any other name/s? Yes No

If yes, please state names.

(If your name is different on any of your documentation, evidence of legal name change may be required)

Have you been a previous member of ATMS? Yes No If yes, membership number

Are you a current Student member of ATMS? Yes No If yes, membership number

Educational Qualifications

Name of qualification

(Please attach certified copies of all qualifications)

Name of teaching institution you attended

Address of teaching institution you attended

Date studies commenced Date qualification awarded

Were any of the subjects for the above qualification undertaken entirely by distance or other off-campus study, or obtained through Recognition of Prior Learning (RPL)?

Distance / Off-Campus Study Yes No Recognition of Prior Learning Yes No

If yes, please attach a separate piece of paper providing details of the subjects undertaken off-campus or obtained through RPL.

All supporting evidence of the prior training, skills and knowledge used to gain the RPL must also be submitted.

Other educational credentials

Name of other natural medicine association/s of which you are a member:

Under which disciplines do you wish to be accredited (see list on page 2):

Clinic Details

1. My primary clinic address is (full street address required, not PO):

Suburb State Postcode

Preferred clinic telephone number

Clinic email address

Note: This email address will be used to log into the members only section of the ATMS website.

Clinic website address

For additional clinic addresses please provide all the above details on a separate piece of paper and attach it to your application.

Do you offer a mobile service? Yes No Do you make home visits? Yes No

Are you fluent in a language other than English? Yes No If yes, please specify

Continued over...

Advertising

Do you wish for your name, ATMS member number, clinic suburb, clinic phone number, and your accredited modalities to be advertised on the ATMS website?

Yes No

Do you wish for your clinic website and clinic email address to be advertised on the ATMS website?

Yes No

Health Funds

Do you wish for the ATMS to send your details (such as your name, member number, phone number(s), clinic and email addresses, and accredited modalities) to applicable Health Funds?

Yes No

IMPORTANT: Please be aware that some Health Funds may subsequently list your details on their public websites.

I have completed and attached the ATMS Health Fund Declaration Form with this application?

Yes No

NOTE: This form is available on the ATMS website.

I have read, understood and agree to abide by the Terms and Conditions for Health Fund Provider status as listed on the ATMS website.

Yes No

Additional Information

How would you like to receive the Journal of the Australian Traditional-Medicine Society? Electronically Hard Copy

How did you hear about ATMS? ATMS Presentation/Material College Lecturers Your practitioner/friends

Social Media (please specify) Other (please specify)

Checklist

Applications cannot be processed until all sections of this form are completed and all required documents are received. Please refer to the lists on page 3.

I have attached all of the documents required: Yes No

(All fees inclusive administrative fee and GST)

New Accredited or Rejoins Applications **July - June (Full Yr) \$285** **Jan - June (Half Yr) \$137.50**

Current Student to Accredited Membership **July - June (Full Yr) \$100** **Jan - June (Half Yr) \$50**

Student members upgrading to Accredited Membership must provide their ATMS membership number on the previous page.

Prices are correct at time of publication, but are subject to change without notice. For applicants who do not proceed with membership, the administrative fee will be forfeited.

Payment Details - Invoice will be sent on application approval with membership details.

Declaration

Have you ever been convicted of a criminal offence, had a complaint made against you considered by a complaints or disciplinary body including other associations, been suspended or expelled from another association, or been investigated, suspended or deregistered as a provider from a health fund? Yes No

If yes, please provide details

I declare that the information in this application and supporting documentation is true and correct. I agree to abide by the ATMS Constitution, ATMS Code of Conduct, official ATMS policies and to provide the highest professional conduct in all aspects of my practice. I have read the Membership Information contained in this information and application booklet.

Signature

Date

Post this application to: ATMS, PO Box 1027, Meadowbank NSW 2114

Toll Free: 1800 456 855 • Telephone (02) 8878 1500 • Fax (02) 9809 7570

Email: info@atms.com.au • Website: www.atms.com.au