



AD 858-1
Revised 16 Mar 22

ADF Family Health Program

Privacy

You must acknowledge you have read and understood the Privacy Notice before completing and submitting this form.

I have read and understand the Privacy Notice.

PRIVACY NOTICE

The Department of Defence (Defence) must comply with the [Australian Privacy Principles](#) contained in the [Privacy Act 1988](#), which govern the handling of personal information (including sensitive information).

This privacy notice provides information about the purpose for which Defence collects personal information about individuals who participate in the ADF Family Health Program (the Program).

Defence will collect personal information primarily for the purpose of Program administration, including determining eligibility to participate, the management of payment of benefits, the processing of claims, and the reporting of Fringe Benefit Tax liabilities associated with the Program. This information may be collected from you, or a person making a claim under the Program.

The Program is managed on behalf of Defence by a contracted Private Health Insurance Company (PHIC), Navy Health Ltd. Personal information necessary for the administration of the Program will be disclosed to them.

Personal Information provided in relation to claims including the date, service provider and nature of the service received (broadly described) may be disclosed to individuals who have access to the membership through the Online Member Services portal and ADF Family Health mobile claiming App. Information may also be provided to the Defence member for the purposes of meeting their FBT obligations.

Further information about how Defence handles your personal information can be found in the Defence Privacy Policy. The [Defence Privacy Policy](#) also contains information for individuals on how to make a complaint to Defence if they consider Defence may have breached to APPs. The Defence Privacy Service can be contacted by email at: defence.privacy@defence.gov.au.

Further information about Navy Health Ltd privacy practices can be found in their [Privacy Policy](#).

- Complete to register in the ADF Family Health Program.
- **Do not submit this form until dependant details are updated in PMKeyS (form AD 150 - ADF Dependant Details).**

Personal particulars of ADF member *

Employee ID	Rank	Family name	Given name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email			Phone
<input type="text"/>			<input type="text"/>



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Preferred contact details *

Families posted overseas need to provide an Australian posting address. Where correspondence is sent to central location it will then be forwarded to the ADF Family in their posted location.

Family name	Given name(s)	
<input type="text"/>	<input type="text"/>	
Postal address		
<input type="text"/>		
Suburb	State or territory	Post code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Phone	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>

Office use only

Date received	Notes	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> PMKeyS checked		
Completion date	Family ID	
<input type="text"/>	<input type="text"/>	

Dependants *

Dependant 1

Family name	Given name(s)
<input type="text"/>	<input type="text"/>

Date of birth

Is this dependant entitled to claim services from Medicare?

Yes No

Is this dependant a recognised dependant of another ADF member?

Yes No

Dependant 2

Family name	Given name(s)
<input type="text"/>	<input type="text"/>

Date of birth

Is this dependant entitled to claim services from Medicare?

Yes No

Is this dependant a recognised dependant of another ADF member?

Yes No



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Dependant 3

Family name

Given name(s)

Date of birth

Is this dependant entitled to claim services from Medicare?

Yes No

Is this dependant a recognised dependant of another ADF member?

Yes No

Dependant 4

Family name

Given name(s)

Date of birth

Is this dependant entitled to claim services from Medicare?

Yes No

Is this dependant a recognised dependant of another ADF member?

Yes No

Dependant 5

Family name

Given name(s)

Date of birth

Is this dependant entitled to claim services from Medicare?

Yes No

Is this dependant a recognised dependant of another ADF member?

Yes No

Dependant 6

Family name

Given name(s)

Date of birth

Is this dependant entitled to claim services from Medicare?

Yes No

Is this dependant a recognised dependant of another ADF member?

Yes No



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Checklist

- I have read and understand the 'Conditions of Use'
- I have completed the ADF member acknowledgement section of the ADF Family Program Form
- I have confirmed my dependant/s details name, address & Date of Birth (D.O.B) within the Dependant/Beneficiary section of PMKeyS are true and correct.

NOTE: Where dependant information is incorrect or incomplete on PMKeyS you will need to Submit form AD 150 – ADF Dependant Details to your Administration Office.

ADF member acknowledgement

- I agree to participate in the ADF Family Health Program and to the best of my knowledge and belief, all the information provided is true and correct.
- I have read and understood the conditions of use (*please take particular note of FBT implications*).
- I have explained the Conditions of Use to all Dependants over 14.

Signature *



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Conditions of Use

Eligibility

Dependants of permanent ADF members or dependants of Reservists on Continuous Full-time Service (CFTS) who meet the recognised ADF dependant criteria (as per *The Pay and Conditions Manual*) will be eligible to register for the ADF Family Health Program (*the Program*).

The ADF member is responsible for ensuring that:

- a) His or her dependants meet the dependant criteria in PACMAN; and
- b) Any changes to dependant status are notified to ADF Family Health and reflected in the Dependant/Beneficiary section of PMKeyS.

Note: In accordance with PACMAN, children aged 21 and over are not considered dependants unless they have been:

- a) Defence recognised as Invalid or Infirm, or
- b) CDF recognised as a dependant (documentary evidence required).

ADF Family Health Registration

Participation commences from the date you are notified of successful registration. With the exception of newborns, registrations cannot be backdated.

The registration of newborns can be backdated where the registration occurs within three (3) months of the birthdate.

Eligible dependants can only be registered by one ADF member. If an eligible dependant has more than one parent or guardian who could register them under the Program, then only one of those members may register the dependant. The first registration by a member of an eligible dependant will be deemed as the valid registration for the purposes of the Program. Members may apply to transfer the registration of an eligible dependant between them by both members notifying Defence that they agree to the transfer. The transfer will take effect after Defence notifies both members that it accepts the transfer.

Eligible services accessed prior to the date of cancellation may still be eligible for reimbursement. When entitlement ceases the Program membership card should be destroyed.

Provision of dependant information

Participating in the program requires accurate dependant details within the Dependant/Beneficiary section of PMKeyS. Inaccurate dependant details may delay the processing of your registration.

Completeness of registration information is the ADF member's responsibility, and changes need to be communicated to the Program on (02) 6266 3547 or via [email](#).

Changes impacting eligibility that are not notified and result in the processing of a benefit will be treated as a breach of the 'Conditions of Use'.

If your relationship status changes, the ADF member should secure the privacy and security of the personal information by updating the Online Member Service (OMS) claiming portal. This can be done by contacting the claims administrators on 1300 561 454.

Eligible services accessed prior to the date of cancellation may still be eligible for reimbursement. When entitlement ceases the Program membership card should be destroyed.

Services included

General Practice - The general practice component allows registered dependants to claim reimbursement for the gap between the general practice fee and the Medicare rebate for Medicare recognised services provided in a general practice setting.

Allied Health and Specialist - The allied health and specialist component can be used towards non-cosmetic and non-GST allied health services and/or used to offset the gap for Medicare recognised specialist services. Allied health vocational groups included in the Program are listed on the [ADF Family Health](#) website. The allocation is to the family unit and is pro-rated dependent on family size. The member is responsible for choosing what allied health or specialist services, and which family members the allocation is used towards. The allocation is per financial year and cannot be rolled over from one year to another.

Claim limitations - In order for claims to be accepted, they must be submitted within 12 months of the service being provided and the dependant must have been registered for the Program at the time of the services.



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Fringe Benefits Tax (FBT)

The benefits associated with the Program will be considered a fringe benefit under the FBT Assessment Act (1986). Consequently, the benefits will be subject to FBT and the FBT will be paid by Defence.

Depending on individual circumstances, the 'grossed-up' value of the benefits provided during the FBT year may be recorded on a member's annual Payment Summary.

This does not affect the ADF member's taxable income, but may affect the ADF member's assessable income. FBT reporting may affect various Commonwealth Government allowances and benefits therefore, we recommend you seek independent financial advice.

Further information may be found at:

The ADF Financial Services Consumer Council:
www.adfconsumer.gov.au

Finance in Defence (*Intranet only*):
<http://intranet.defence.gov.au/find/tax/fbt/index.html>

Australian Taxation Office:
www.ato.gov.au

Private Health Insurance

It is permissible to claim an eligible benefit from your private health insurer, and then claim any outstanding gap amount from the Program. However, claiming from your insurer as well as the Program where the total amount paid exceeds the amount charged for the service is a breach of the Conditions of Use.

Activities not permitted

The following activities, whilst not inclusive, will be considered a breach of the 'Conditions of Use':

- Failure to notify the ADF Family Health Directorate of changes to dependant information that is likely to affect eligibility to participate in the Program;
- Benefits claimed that are provided to dependants as part of workers compensation or third party claims;
- Accessing of benefits by dependants that do not meet the PACMAN definition of a dependant;
- Claims against the Program and a PHIC such that the total amount payable by all sources exceeds the amount charged;
- Transfer of benefits to another person not registered to receive a benefit;
- Failure to notify ADF Family Health if a dependant registered as Medicare ineligible becomes Medicare eligible; and
- Registration of the same dependant by two ADF members.

Compensable Claims and Collection of Overpaid Funds

Any services that can be claimed by a third party i.e work cover or insurance (*car, sports association etc*) should not be sent to the Program for payment in the first instance. Dependants should initially seek reimbursement from the responsible party. The Program reserves the right to collect any overpaid funds from ADF members where the services provided to a dependant is deemed (*but not limited to*) compensable or incorrectly paid.

Disclaimer

ADF Family Health is not responsible for fees incurred as a result of accessing services that are not eligible for reimbursement, or for allied health or specialist services accessed above the capped amount. ADF dependants should confirm eligibility of services for reimbursement prior to visiting the health provider.

Complaints handling

Complaints and feedback should be forwarded to adf.familyhealth@defence.gov.au.

Contact details

ADF Family Health Directorate
CP3-7-018
PO Box 7912
CANBERRA BC ACT 2610
Phone: (02) 6266 3547
Email: adf.familyhealth@defence.gov.au

