

## How to submit a completed Reapplication Template via the Health Products Portal

Download a copy of the MSAC Reapplication Template from the 'Resources' tab on the MSAC website. Complete the template and read and sign the declaration.

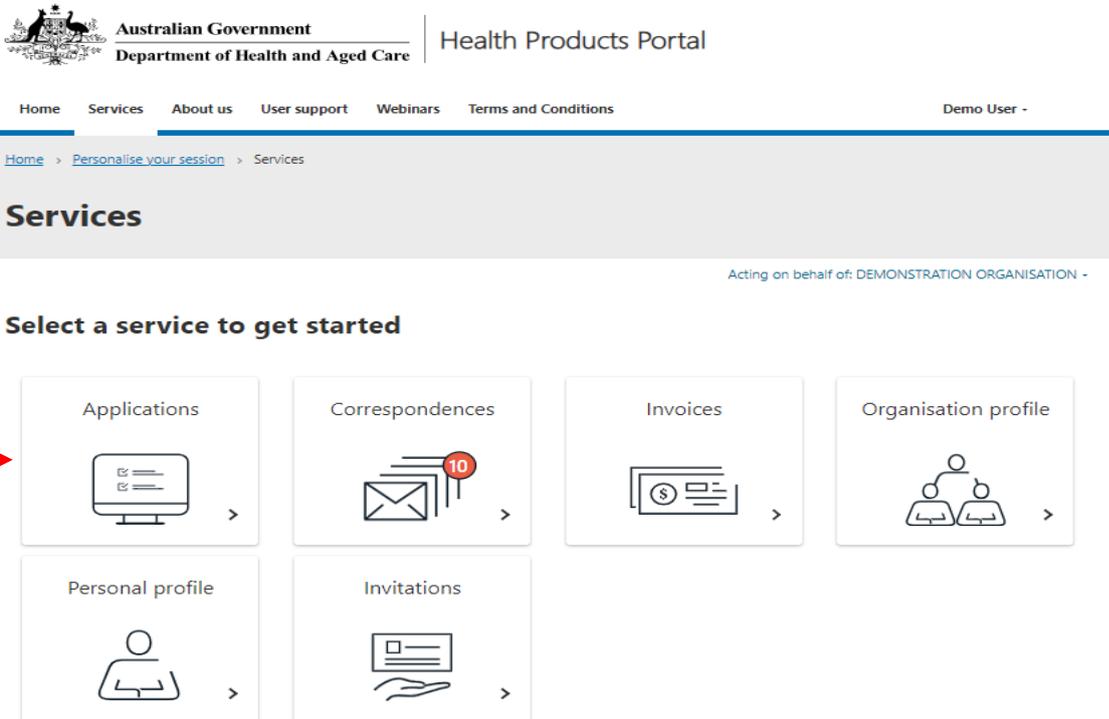
If you have included in-confidence information in the [Reapplication Template](#), highlight this to bring it to the attention of the department. Provide an explanation for why you consider the information confidential. This can be done by

- inserting comments next to the relevant (highlighted) text in the word document or
- providing an explanation in the free text field in the 'Publication' section of the template.

Submit the completed Reapplication Template to the department when you lodge your Notice of Intent (NOI) to submit an Applicant Developed Assessment Report (ADAR).

### Uploading the template when lodging a Notice of Intent (NOI)

1. Log into the Health Products Portal (HPP). If you are not yet registered to use the HPP you must set up your Digital Identity, such as myGovID, and link it to an organisation using Relationship Authorisation Manager (RAM) before completing the remaining tasks. Further information is available at [Home Health Products Portal](#).
2. Within the Services page of the HPP, select the Applications tile.



3. On the 'Applications' page, locate the 'New application' field. From the drop-down menu on the 'New application' field, select 'Medical services and health technologies' and then 'Notice of intent'.

# Applications

Search all applications on this page or select a tab to see service specific applications. You can manage your view to see lodged applications and start a new application for a regulated and reimbursed health product or service.

Acting on behalf of: DEPARTMENT OF HEALTH

**All applications** Draft applications In progress applications Closed applications

Medical services and health technologies  Medicinal products and vaccines  Devices and human tissue products

Search

- Medical Devices and Human Tissue Products
- Medical services and health technologies
- Application for MBS eligible service or health technology
- Application or referral for other medical service or health technology
- Applicant Developed Assessment Report (ADAR)
- Notice of Intent
- Medicinal products and vaccines

Reference Title Type

There are no records to display.

## About Health

About Health  
Ministers  
Careers

## Using this website

Accessibility  
Copyright  
Disclaimer

- On the 'About' screen, select the radio button for 'Medical Services Advisory Committee (MSAC) – ADAR or, if the NOI relates to a codependent application, select the radio button for 'PBAC and MSAC (codependent submission)'.
  - On the 'Details' screen, in response to the question 'Did you lodge your MSAC application via the HPP?', select:
    - YES, if you lodged the previous related application via the HPP.
      - Use the look up function to locate the relevant application
      - Nominate the MSAC meeting that you want your ADAR considered at.
    - NO, if you lodged the previous related application outside of the HPP.
      - Write the application number and title of the previous application in the free text fields.
      - Nominate the MSAC meeting that you want your ADAR considered at.
- In response to the question 'Is the selected MSAC application related to a resubmission?' select YES.
  - Enter the details for the previous application into the required fields. While this is duplicative, it is a work around to support the revised MSAC reapplication process in the HPP.
- At the bottom of the 'Details' screen you will see a 'Supporting Evidence' section. You can use this to upload your completed Reapplication Template.

### Supporting evidence

If your application includes a health technology subject to regulation or accreditation, please upload evidence that this is underway, complete, or that the technology is exempt.

**Name** **Mandatory** **Document uploaded** **Number of files uploaded**

Supporting\_evidence No No 0

- Click on the blue 'supporting evidence' link. This will take you to a screen where you can select and upload files from your computer.

## Supporting evidence

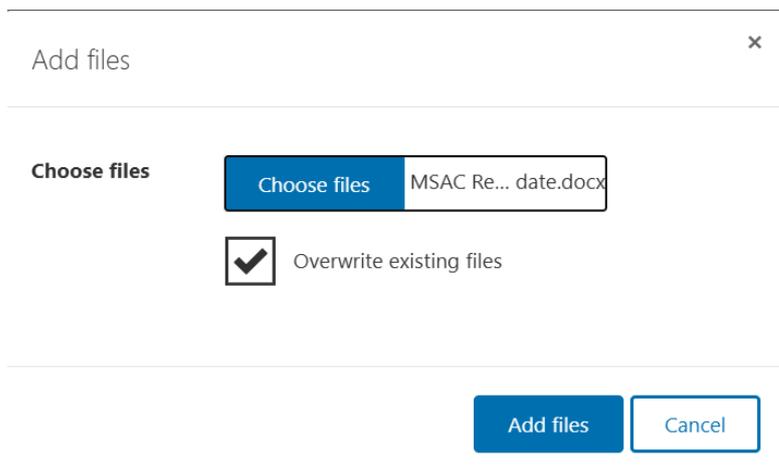
Please ensure files are in an [acceptable format](#). This page should be used for uploading individual files smaller than 50MB.

 Add files

There are no folders or files to display.

Save and close

- Click on the 'Add files' button, then click on the 'Choose files' button and select the completed Reapplication Template that you want to upload. Press open. The file name will appear next to the 'Choose files' button.



- Press 'Add Files'. The 'Supporting Evidence' page will re-appear listing the files that you have uploaded.

 View details

## Supporting evidence

Please ensure files are in an [acceptable format](#). This page should be used for uploading individual files smaller than 50MB.

 Add files

Name ↑

Modified

Name ↑	Modified
 MSAC Reapplication Template - Application XXXX - Name o...	less than a minute ago

Save and close

11. Select the 'add files' button if you need to upload additional documents. For example, regulatory information, references to evidence not included in your original application etc.

### Supporting evidence

Please ensure files are in an [acceptable format](#). This page should be used for uploading individual files smaller than 50MB.

[+ Add files](#)

Name ↑	Modified	
HPP Testing.docx (20 KB)	about a minute ago	▼
MSAC Reapplication Template - Application XXXX - Name o...	2 minutes ago	▼

[Save and close](#)



12. If you upload the wrong file, you can delete it by selecting the down arrow next to the document on the supporting evidence page.

### Supporting evidence

Please ensure files are in an [acceptable format](#). This page should be used for uploading individual files smaller than 50MB.

[+ Add files](#)

Name ↑	Modified	
HPP Testing.docx (20 KB)	2 minutes ago	▼
MSAC Reapplication Template - Application XXXX - Name o...	3 minutes ago	▼

[Save and close](#)

[Delete](#)



13. Once you are satisfied that you have uploaded all required documents, press 'save and close'.

14. Complete the other fields in the NOI as applicable, check the box at the bottom of the declaration and lodge your NOI.

15. Once you lodge your NOI, you will receive a reference number. If you need to correspond with the department about your NOI, you can quote this reference number.