

Sample Emails during the EPIC MBBS and MCNZ process

Sincere thanks to Dr Humza Carim for allowing us to share his emails with I-Med colleagues.

Contents

Overview	1
Email 4 from EPIC MBBS confirming sent for verification	2
Email 5 from EPIC MBBS confirming verified and sent to MCNZ.....	3
Email 1 from MCNZ confirming application ready for processing.....	4
Email 2 from MCNZ confirming Registration and Next Actions.....	7

Overview

Thus far we have completed authentication of your EPIC ID producing a notarised EPIC EIF. And we will have uploaded your MBBS for verification.

You will receive two emails from EPIC:

- One confirming your MBBS has been sent for authentication;
- The second confirming your MBBS has been authenticated AND a report sent to MCNZ;
- If you receive any other emails from EPIC, please **forward** to us. There may be an issue with your MBBS which we need to resolve.

Once the MBBS is authenticated we then lodge your Medical Council of New Zealand Registration.

You will receive two key emails from the MCNZ;

- One confirming lodgement of your application;
- The second confirming preliminary Registration and Next Actions;
- You may receive other emails from the MCNZ asking for further information. We should be included as cc: in which case no need to forward to us. If we are not included as a cc: please **forward** to us. We will provide guidance regarding the response.

Please forward to jordy.comesky@i-med.com.au; mark@ablemedico.com.au

Email 4 from EPIC MBBS confirming sent for verification

No action required

From: onlineservices@ecfm.org <onlineservices@ecfm.org>
Sent: Wednesday, 16 December 2020 9:58 PM
To: Justus <justus@advice4doctors.com.au>
Subject: Your Final Medical Diploma Has Been Sent For Verification

Dear Humza Carim:

We are pleased to inform you that the Final Medical Diploma you submitted on 08-DECEMBER-2020 was sent for verification on 16-DECEMBER-2020.

You have selected Medical Council of New Zealand to receive an EPIC Report once your credential has been verified. This EPIC Report will be automatically sent to Medical Council of New Zealand at no additional cost once verification of your credential has been accepted.

You can monitor the status of this credential through the "My Credentials" tab of your EPIC Account at <https://epic.ecfmgepic.org/>. Additionally, you will be notified via email when verification of your credential has been accepted.

Please note that some institutions charge a fee to verify credentials. If the verifying institution charges such a fee, you are responsible for paying this fee directly to the institution. If ECFMG is aware of a fee charged by the institution to which this credential has been sent, you can view this information through the "My Credentials" tab of your EPIC Account.

If you have any questions, please contact an EPIC Advisor at info@ecfmgepic.org or 001 (215) 966-3900. Telephone service is available Monday through Friday, 9:00 a.m. - 5:00 p.m., Eastern Time in the United States.

Thank you for using EPIC.

Sincerely,

EPIC Support Services

Email 5 from EPIC MBBS confirming verified and sent to MCNZ

Please forward to jordy.comesky@i-med.com.au; mark@ablemedico.com.au

From: onlineservices@ecfm.org <onlineservices@ecfm.org>

Sent: Tuesday, 22 December 2020 12:50 PM

To: Justus <justus@advice4doctors.com.au>

Subject: Your Final Medical Diploma Has Been Verified

Dear Humza Carim:

We are pleased to inform you that the Final Medical Diploma you submitted on 08-DECEMBER-2020 has been verified.

An EPIC Report on this credential has been sent to the Medical Council of New Zealand as requested when you submitted your Final Medical Diploma to be verified. You may follow up with the Medical Council of New Zealand directly regarding the status of this verification report.

To send additional EPIC Reports on this credential, you may access the "My Reports" tab of your EPIC Account. Please note there are fees associated with the sending of additional EPIC Reports. For information on fees, visit <http://www.ecfmgepic.org/fees.html>

If you have any questions, please contact an EPIC Advisor at info@ecfmgepic.org or 001 (215) 966-3900. Telephone service is available Monday through Friday, 9:00 a.m. - 5:00 p.m., Eastern Time in the United States.

Thank you for using EPIC.

Sincerely,

EPIC Support Services

Email 1 from MCNZ confirming application ready for processing

Please forward to jordy.comesky@i-med.com.au; mark@ablemedico.com.au

IMPORTANT EMAIL: On receipt of this email:

- We will pay for your NZ Registration Fee;
- We send to MCNZ your Referee Reports;
- We will be included in future MCNZ emails and will consult with you before responding;
- Please DO NOT respond to MCNZ without consultation with us;

From: RKoha@mcnz.org.nz <RKoha@mcnz.org.nz>

Sent: Friday, 18 December 2020 12:25 PM

To: humza.carim@i-med.com.au

Cc: Mark Grahame <mark@ablemedico.com.au>

Subject: Application for registration within the vocational scope of diagnostic & interventional radiology

Reference: 86913

Dear Dr Carim

Application for registration within the vocational scope of diagnostic & interventional radiology

Thank you for submitting your application for registration within the vocational scope of diagnostic & interventional radiology with the Medical Council of New Zealand, which was received on 10 December 2020.

Paying the application fee

We now require payment of the application fee, which is NZ\$ \$410.25. After we have received payment, we will begin assessing your application. Payment should be received by 10 January 2021.

Fees are GST inclusive (GST No. 11-577-261). If you need an invoice and receipt, please email finance@mcnz.org.nz once you have made payment.

Please use the following link to pay. This link is specific to this payment, please do not forward it on or use it for other payments to the Medical Council of New Zealand.

<https://www.mcnz.org.nz/mcnzpayment?&invoice=560510&name=Dr%20Shandler&number=86913&amount=410.25>

Requirements for registration

To be registered as a doctor in New Zealand via this pathway, you must:

be [fit for registration](#)

have the 'prescribed qualification' for the vocational scope of diagnostic & interventional radiology
be competent to practise within the vocational scope of diagnostic & interventional radiology.

The 'prescribed qualification' has two elements:

- an [acceptable primary medical qualification](#)
- an [approved Australasian/New Zealand postgraduate qualification](#) for the vocational scope of diagnostic & interventional radiology

Keeping us updated

You must let us know as soon as possible if:

- there is any change to your physical or mental health
- you face any legal claims
- you face any criminal or disciplinary actions.

You also need to keep us updated if you change your contact details. You have provided the following contact details:

Email: humza.carim@i-med.com.au (Default Email)

We received your application from Mark Grahame at Able Medico. We'll liaise with them about your application and include you in all correspondence, unless you advise us otherwise.

Assessment of your application

Our first step is to review your application to make sure we have everything we need. We will let you know of any additional information required. You should expect to hear from us within 7 working days of us receiving your application fee.

We will also contact your referees to either request they provide references for you, or to verify the references they have provided. Your references must meet our [reference requirements](#).

If we request additional information, you must provide this promptly – within a month of us requesting it.

After we have received all of the required information, we will do a further review, which may take up to 7 working days. Once your application is complete, we will let you know.

Practising medicine in New Zealand

If Council's decision is that you are eligible for registration in the vocational scope of diagnostic & interventional radiology, you will be required to have your identity verified (through attending a face-to-face registration meeting) shortly before you are due to start work. You will also need to pay a fee for your practising certificate.

We will then register you in the vocational scope of diagnostic & interventional radiology and issue you a practising certificate.

You must hold a valid practising certificate to practise medicine in New Zealand.

For further information

If you have any questions, please email me, including your Council reference number 86913.

Yours sincerely

Rachel Koha

Registration Coordinator - Vocational



Te Kaunihera Rata o Aotearoa | **Medical Council of New Zealand**

+64 4 384 7635 | 0800 286 801

www.mcnz.org.nz | mcnz@mcnz.org.nz

Email 2 from MCNZ confirming Registration and Next Actions

Please forward to jordy.comesky@i-med.com.au; mark@ablemedico.com.au

IMPORTANT EMAIL: On receipt of this email:

- We will pay for your Practising Certificate Fee;
- MCNZ have agreed they do not need an Employment Contract (no action required);
- Certificates of Professional Status ARE REQUIRED;
- The Registration Meeting is HELD VIA ZOOM (a face-to-face meeting is NOT REQUIRED);
- Refer to the web site regarding ARRANGING A MEETING WITH MCNZ.

From: ikotelawala@mcnz.org.nz <ikotelawala@mcnz.org.nz>

Sent: Wednesday, 16 December 2020 12:35 PM

To: humza.carim@i-med.com.au

Cc: Mark Grahame <mark@ablemedico.com.au>

Subject: Application for registration within the vocational scope of diagnostic & interventional radiology

Dear Dr Carim

Registration within the vocational scope of diagnostic & interventional radiology

Thank you for your registration application. We are pleased to tell you that you are eligible for registration in the vocational scope of diagnostic & interventional radiology in New Zealand.

We can approve your registration and send you your practising certificate once you have completed all of the steps below. **You cannot start work until you receive your practising certificate.**

You need to complete the below steps by 16 June 2021. After this date your eligibility for registration will expire and you will need to re-apply.

To complete the registration process you need to:

- provide your employment details **[NOT REQUIRED]**
- provide us with certificates of professional status **[See web page]**
- attend a registration meeting with Council **[conducted via ZOOM]**
- pay for your practising certificate. **[we organise payment of this for you]**

1. Provide your employment details

Once your employment start date has been confirmed, please provide details of your employer, location of work and start date (by providing a copy of your job offer).

2. Provide us with certificates of professional status

You need to provide us with [certificates of professional status](#) (COPS) from every regulatory authority under which you have practised during the last 5 years. Each COPS must be dated within the 3 month period before you start work in New Zealand.

Based on the information in your application, you will need to provide us with COPS from:
AHPRA, Australia

The COPS must be **emailed directly to us at cgs@mcnz.org.nz by the regulatory authority**. We cannot accept an emailed COPS that has been sent to us by you or another party.

If the regulatory authority does not issue electronic COPS, we will accept an **original** hard copy. This may be posted to us by the regulatory authority or you may post it to us in its original envelope or courier bag.

3. Attend a registration meeting with Council

You need to attend a registration meeting with Council staff. This meeting is to confirm your identity and practice intentions, and for you to complete an updated disclosure form. The meeting will take about 30 minutes.

Your registration meeting will be completed via Zoom videoconference.

To arrange a meeting, please reply to this email. In this email please include your confirmed start date.

This meeting must occur within 2 weeks of your start date and you must be in New Zealand for this meeting. You must bring your passport to this meeting.

4. Pay for your practising certificate

Your practising certificate fee will be calculated based on your proposed start date, your birth date, and our current fees.

After your registration meeting, we will send you a link so you can pay your practising certificate fee online.

Receiving your practising certificate

When the above steps have been completed, we can confirm your registration and send you your practising certificate by email. Please allow 2 working days for this. You cannot start work until you receive your practising certificate.

Your practising certificate will allow you to work in the vocational scope of diagnostic & interventional radiology.

Orientation and induction

While practising in a vocational scope, you can practise independently and unsupervised. Council expects doctors new to practising in New Zealand to be oriented to the New Zealand health system and to be inducted by their new employer.

You can read Council's best-practice guidelines on [orientation and induction for doctors and their employers](#) on our website.

Recertification

When you are practising under your vocational scope of diagnostic & interventional radiology, you must be enrolled and participating in a Council-approved recertification programme relevant to this scope.

Further information is [available on our website](#).

Find out more information

If you have any questions please email me and include your Council reference number 85910.

Let us know if any of your contact details change so that we are able to contact you.

Yours sincerely

Imojini Kotelawala

Vocational Registration Coordinator

for Registrar



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