aSAP MoH New Customer Profile Compulsory Requirements

A quick reference list for health professionals and health assistants of Customer information required to start a new Customer Profile in aSAP.

- If you are notified that the customer is not found in aSAP, then you will need to allow additional time to create a new Customer profile – this information will be used for all future requests by health professionals and health assistants accessing funding and services for this Customer.
- It is important to ensure that this is completed correctly and saved before you start to build an application in the aSAP Portal.

Personal Information – Compulsory requirement

- [ ] Customer First and Last Name

- [ ] Date of Birth (DOB)

- [ ] Customer Gender – drop down list available

- [ ] NHI Number - National Health Index Number

- [ ] Type of home the Customer resides in – for example Private Ownership, Rented, Residential Care over 65, Residential Care Under 65, Shared Care, HNZ - drop down list available.

- [ ] Customer Ethnicity - drop down list available

- [ ] Residency Status – for example NZ Citizen, Permanent Resident, Temporary Resident - drop down list available.

- [ ] Funding type – Disability Support Service (DSS) **or** Long Term Supports Chronic Health Condition (LTS CHC) funding type has been identified for this customer by the health professional and/or NASC.

- [ ] Primary Disability Type – Physical, Intellectual, Age Related, Sensory – drop down list available.

Contacts

- [ ] Primary Customer Contact Information – First Last Name and Relationship to Client if applicable and telephone details

Addresses

- Address Type – Home, Work, School – drop down list available.

- Street, City and Suburb – Using the correct NZ Post address is a very important step as it ensures that the Suburb and City match the NZ Post algorithm and supports the DHB and Territorial Authority Sections are auto-populated.

- DHB – is the DHB area the Customer resides – this is a requirement for MoH reporting.

- Territorial Authority – is the Council territorial authority area the Customer resides e.g. Papakura District, Auckland City – this is a requirement for MoH reporting.

*Listed in order of entering information into aSAP Portal – Customer

Remember before you start building a new application in the aSAP Portal:

- You will need to check that your accreditation details in the aSAP Portal match the accreditation linked to the item you are requesting.
    - Click on your name top right corner and select Accreditation – this will list what areas you are authorized to access via the aSAP catalogue.