

STEP BY STEP GUIDE

Registering your Business with Trilogy

Running an established business in the Allied Health, Personal Care, or Domestic Care sector is a fulfilling endeavour, providing essential services to those in need. To enhance your business's credibility and connect with a wider network of clients, ACare WA recommends you register with Trilogy.

Who is Trilogy?

Trilogy is a leading organisation in the health and care services industry, known for its stringent standards and comprehensive network of service providers. By registering with Trilogy, businesses gain access to a wide range of resources, support, and a platform to connect with potential clients. Trilogy's registration process ensures that all service providers meet industry standards and regulatory requirements, providing peace of mind to both clients and service providers.

Why Register with Trilogy?

ACare WA partners with Trilogy to ensure that all our service providers maintain high standards of care and professionalism. Registering with Trilogy allows businesses to:

- **Gain Credibility:** Being a part of Trilogy's network enhances your business's reputation and trustworthiness.
- **Meet Industry Standards:** Ensure your business complies with all necessary regulations and industry standards.
- **Access Resources:** Benefit from Trilogy's extensive resources and support network.
- **Connect with Clients:** Join a platform that connects you with clients seeking high-quality health and care services.
- **Submit Invoices Directly.**

Whether your business is newly formed or already established, this guide will walk you through the process of registering with Trilogy. We recommend you have all the necessary documentation and information require to upload on hand before starting to ensure the process is as smooth as possible. Follow these steps to successfully register your business with Trilogy and take your service offerings to the next level.

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Registering with Trilogy as an Allied Health Service

- 1. Visit the Trilogy Care Website:** Visit the Trilogy Care website. www.trilogycare.com.au
- 2. Locate the Registration Form:** Look for a dedicated form or link on the website for Service Provider Registration Form. <https://trilogycare.com.au/submit-a-worker>
- 3. Complete the Form:** Fill in all the required fields with your name, email address, phone number, ABN and address. Select the type of service (e.g. in-home, in-clinic or once off)

You will need to provide proof of the following if the services are being carried out in-home:

- National Police Check dated within the last three (3) years/NDIS Worker Screening Check dated within the last (5) years.
- Public Liability Insurance.
- Professional Indemnity Insurance.
- Personal Accident Insurance/Workers Compensation (all states other than QLD).
- AHPRA Registration.
- Service Agreement mutually signed by the worker and the Care Recipient.

You will need to provide proof of the following if the services are being carried out in-Clinic:

- AHPRA Registration.
- Service Agreement mutually signed by the worker and the Care Recipient.

- 4. Submit the Form:** After completing the form, submit it. You may need to await a response from Trilogy Care, which could include further instructions or confirmation of your registration.
- 5. Accessibility to Home Care Package Participants:** Once registered, your services will become available to a broader group of Home Care Package participants, potentially expanding your client base.
- 6. Ensure Compliance:** Ensure that you possess all the necessary qualifications and certifications for your services to comply with regulations.

Registering with Trilogy to provide Personal Care Services

- 1. Visit the Trilogy Care Website:** Visit the Trilogy Care website. www.trilogycare.com.au
- 2. Locate the Registration Form:** Look for a dedicated form or link on the website for Service Provider Registration Form. <https://trilogycare.com.au/submit-a-worker>
- 3. Complete the Form:** Fill in all the required fields with your name, email address, phone number, ABN and address. Select the type of service (eg, in-home, in-clinic or once off)

You will need to provide proof of the following for in home Personal Care Services:

- National Police Check dated within the last three (3) years/NDIS Worker Screening Check dated within the last (5) years.
 - Public Liability Insurance.
 - Professional Indemnity Insurance.
 - Personal Accident Insurance/Workers Compensation (all states other than QLD).
 - Qualification (Certificate III or IV in Aged Care or equivalent).
 - Service Agreement mutually signed by the worker and the Care Recipient.
- 4. Submit the Form:** After completing the form, submit it. You may need to await a response from Trilogy Care, which could include further instructions or confirmation of your registration.
 - 5. Accessibility to Home Care Package Participants:** Once registered, your services will become available to a broader group of Home Care Package participants, potentially expanding your client base.
 - 6. Ensure Compliance:** Ensure that you possess all the necessary qualifications and certifications for your services to comply with regulations.

Registering with Trilogy to provide Domestic Services

(cleaning, gardening/mowing, social support etc)

- 1. Visit the Trilogy Care Website:** Visit the Trilogy Care website. www.trilogycare.com.au
- 2. Locate the Registration Form:** Look for a dedicated form or link on the website for Service Provider Registration Form. <https://trilogycare.com.au/submit-a-worker>
- 3. Complete the Form:** Fill in all the required fields with your name, email address, phone number, ABN and address. Select the type of service (e.g. in-home, in-clinic or once off) Please note: Once of services do not require compliance documents.

You will need to provide proof of the following for in home Personal Care Services:

- National Police Check dated within the last three (3) years/NDIS Worker Screening Check dated within the last (5) years.
- Public Liability Insurance.
- Personal Accident Insurance/Workers Compensation (all states other than QLD).
- Service Agreement mutually signed by the worker and the Care Recipient.

If any transport services are being provided you will be required to submit the below in addition to the above:

- Drivers Licence (back and front).
- Car Insurance comprehensively covering all occupants in the vehicle.

- 4. Submit the Form:** After completing the form, submit it. You may need to await a response from Trilogy Care, which could include further instructions or confirmation of your registration.
- 5. Accessibility to Home Care Package Participants:** Once registered, your services will become available to a broader group of Home Care Package participants, potentially expanding your client base.
- 6. Ensure Compliance:** Ensure that you possess all the necessary qualifications and certifications for your services to comply with regulations.



**Your Dedication Helps Us Deliver Exceptional Care
Making All the Difference to Our Elderly**