

This is a guide to help guide you through the transition phase from being a student, to working as a Myotherapist.

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STUDENT

1. Institute of Registered Myotherapists of Australia accept student members provided they are enrolled in the Advanced Diploma of Remedial Massage/Myotherapy course. A letter of enrolment confirmation from your institution is required for all student members.

COMPLETED COURSE

2. On successfully completing your course, it is a good idea to request a **letter of completion** from your course co-ordinator. This acts as your proof of qualification, keeping in mind that it may be some time between completing your course and receiving your official certificate at an awards ceremony.
3. The next step is to join a professional organisation (IRMA), this is a requirement to gain insurance. Here is a list of requirements that IRMA need to grant you membership.
 - Copy of graduation certificate (or letter of completion)
 - Transcript of results
 - CPR & level 2 first aid
 - 2 passport size photos
 - If you are joining as a student member, a **letter of enrolment** is also necessary to prove that you are seeking your Myotherapy qualification, and not just your remedial massage diploma.
4. CPR and First Aid qualifications are often provided in your study through your Institution. Renewal for CPR is yearly, while First aid is required to be renewed every 3 years. To maintain IRMA practicing membership, you are required to hold current CPR & First Aid.

All documentation provided by new applicants, including passport photos must be certified - all copies must be taken with the originals to a Police station, Chemist or JP and be stamped and signed as true copies of the original documents. All required documents must be provided. Failure to do so will result in delay of acceptance by the Board.

5. With this documentation completed, and approved by IRMA, you can now go ahead with insurance. This is a requirement for IRMA members, and your membership application is only passed by the IRMA board, pending the receipt of your insurance policy information. Depending on the insurance broker you choose, they will require your IRMA membership number, and they may even ask for a number of the items listed on the membership checklist in point 3.
6. Insurance required – ‘Combined Malpractice, Public & Products Liability Insurance’ the minimum cover required is 10 mil. It is vital that you **send a certified copy of your Certificate of Currency to IRMA.**
7. With your IRMA membership complete, and your Insurance in effect, you are now in a position to safely work as a Myotherapist, however, becoming a registered healthcare provider is vital in order to utilise health insurance benefits available to your clients. A provider number is a sequence of numbers (or letters) that is unique to you. It helps a health fund recognise you as a practitioner. Your provider number needs to be stated on your clients receipt in order for them to claim money back from their private health insurance. Gaining provider recognition is a time consuming process, but well worth the effort. IRMA can provide you with the details of the health funds (contact details etc). Each health fund you register with needs to be aware of ALL your working locations.
8. Once you are working in a practice, you will need to contact your local council regarding health and safety regulations for Myofascial dry needling. I.e. Hands free tap. Different municipalities will have different guidelines.
9. If you starting your own business, you will require an ABN and a Tax File Number if you do not already have one. It would be wise to seek advice from an Accountant, to clarify your needs as a small business owner, and to ensure that you are legally sound to run your business. I.e. Business name. If you qualify for GST, then your Accountant will be able to help you register for it. An alternative would be to visit www.business.gov.au