



Medical Aids Subsidy Scheme, Queensland Health

Changes to MASS application forms – enabling the user to type directly into the screen copy of the form, save and print a hard copy to retain to send to MASS

In response to many enquiries from prescribers of MASS, we have revised the MASS application forms to produce a version which is able to be completed electronically – and then signed and submitted to MASS via post or fax. This will enable prescribers to save and copy individual applications and so simplify and expedite their administrative work processes while reducing errors due to deciphering handwriting by MASS staff.

Electronic transmission of the completed forms is not possible at this stage but remains a future objective.

Just a few tips to assist in using the electronic version

- Save to your own computer hard drive - retain a “blank copy” and then “save as” as applications are completed. Please check and comply with your organisation’s procedures relating to privacy and electronic record storage.
- Tab across the fields (shaded) and enter text in the shaded areas – don’t try to use return key within each area – just keep typing (use – or , to separate information if necessary)
- To go back and add text after leaving the grey field make sure the cursor is actually positioned in the grey section before typing.
- Check boxes can be filled by left mouse click or tab and type “X”

If you prefer, these forms can also be completed as handwritten forms.