



Medicare start up pack for a new general practitioner, locum or registrar

Medicare provider number

Any medical practitioner or health professional wishing to bill clients through the Medicare program is required to have a Medicare provider number. This also allows patients to receive a Medicare rebate where eligible.

A Medicare provider number identifies the practitioner and their eligibility to provide certain services. They are:

- Location specific.
- Issued with effective dates.
- Used to refer to or request additional clinical services, eg specialists, X-Ray, pathology, etc.
- Used to access the Medicare Benefits Schedule (billing).

To apply for a Medicare Provider Number, complete one of the following:

- Application for an initial Medicare provider registration number for a medical practitioner; or
- Application for an additional location Medicare provider registration number for a medical practitioner (HW062).

Restrictions on access to provider numbers

The Health Insurance Act 1973 (the Act) sets out legislative requirements which must be met before a professional service can attract a Medicare benefit.

More information on this can be found at the:

- Doctor Connect website www.doctorconnect.gov.au
- Section 19AB of the Health Insurance Act 1973
- Section 19AA of the Health Insurance Act 1973

Practice Incentives Program

The Practice Incentives Program (PIP) provides financial incentives for quality care, enhanced capacity, improved access and health outcomes for patients in general practice.

There are currently 11 PIP streams that practices can choose to apply for. (In addition, there is the Practice Nurse Incentive Program that is administered as a separate entity). Practices must meet the eligibility requirements of each incentive:

- To initially apply as a practice for the PIP, use Practice Incentives Program application form (IP001).
- When additional providers join the practice, add them to the practice PIP using Practice Incentives Individual general practitioner or nurse practitioner details form (IP003).

Pay Group Link

A Pay Group Link enables a practitioner to have Medicare benefit cheques, which would have been issued payable to that practitioner at his/her practice address, made payable to another payee associated with the practice and/or another address.

Where the payee is a third party, the payee (or person properly authorised in the case of a body corporate or other entity) must agree to the arrangement by counter-signing the application form.

- Use the Request for Pay Group Link form (HW078).

Whilst all care has been taken in preparing this document, this information is a guide only and subject to change without notice.

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Department of Veterans' Affairs.

By registering for a Medicare provider number with the Department of Human Services Medicare, general practitioners are automatically registered with the Department of Veterans' Affairs (DVA) to provide health services to entitled persons.

Online Claiming Provider Agreement

Providers and organisations whose primary role is the provision of health care services may register to lodge claims electronically.

Use this form to apply for online claiming with the Australian Government Department of Human Services and the Department of Veterans' Affairs.

Providers only need to complete one agreement; however bank details must be provided for each location.

- To register bank details for an initial location use the Online Claiming Provider Agreement form (HW027).
- To register for an additional location use the Banking Details - Online Claiming form (HW052).

90 Day Pay Doctor Cheque Scheme

When a patient's unpaid or partially paid medical account is lodged for payment, the Department of Human Services (DHS) through Medicare, will send the patient a Pay Doctor Via Claimant (PDVC) cheque. The patient is required to forward the cheque to the provider for payment.

Where the cheque has not been banked after 90 days, it will automatically be cancelled. The DHS will then pay these funds direct to the provider Electronic Funds Transfer (EFT) when the provider is registered for the 90 Day Pay Doctor Cheque Scheme.

General practitioners who only submit claims electronically, do not need to register for the Scheme.

- Use the General Practitioner 90 Day Pay Doctor Cheque Scheme Application form (HW074).

Provider Digital Access (PRODA)

PRODA is an online authentication system based on a username, password and verification code to log in to Department of Human Services online facilities, such as HPOS.

The system is designed to provide secure access to specific government services and is an alternative to Public Key Infrastructure (PKI) certificates, individual certificates, smart card or USB tokens and multiple username and password logins which are otherwise used to access these services.

- For more information and to register, visit:
- www.humanservices.gov.au/organisations/health-professionals/services/medicare/proda

Public Key Infrastructure Certificate

Human Services Public Key Infrastructure (PKI) certificates give health professionals secure access to the Department of Human Services online facilities.

Only one PKI Individual Certificate can be issued at a time.

- Functions of the certificate can be added or removed by using the Request to Revoke or Reissue a Public Key Infrastructure Certificate form (HW003).
- For an initial PKI use Application for a PKI Individual Certificate form (HW002)

Rural Other Medical Practitioners Scheme (ROMPS)

Normally, non-vocationally registered (non-VR) medical practitioners (ie non-Fellows of an Australian general practice college) are only given access the lower schedule of fees in the A2 MBS Schedule.

The ROMPS program provides access to the higher A1 Medicare rebates to non-VR medical practitioners who are providing general practice services in eligible rural and remote areas and are working towards a Fellowship qualification, either through a general practice registrar training program or independent study.

Eligibility requirements apply to the doctor and the practice location. Visit:

www.health.gov.au/internet/main/publishing.nsf/content/work-pr-romps for the ROMPS guidelines and forms.

- Use the Rural Other Medical Practitioners (ROMPS) Programme Registration Form.

Australian Immunisation Register

The Australian Immunisation Register (the AIR) is a national register administered by Medicare Australia that records details of vaccinations given to children and adults who live in Australia.

Vaccination providers can use an active provider number to submit data to the AIR and receive a payment for each completed vaccination schedule given to children under seven years of age. This is referred to as an 'information payment'.

For more information and to register, visit:

- www.humanservices.gov.au/organisations/health-professionals/services/medicare/australian-immunisation-register-health-professionals

See also

Practice Assist Fact Sheets:

- New General Practitioner Orientation Checklist
- Employment Contracts and Agreements
- Template position description – General Practitioners