



## Pre activity: Bulk Billing Practice Incentive Payment (BBPIP) Practice Readiness Checklist

This BBPIP Practice Readiness Checklist is for practices that plan to register for BBPIP (from 1 November 2025). Consider each of these steps to inform your planning and prepare your practice for BBPIP.

PLANNING AREA	TASKS TO DO
<b>Step 1 Planning your transition and registration</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Understand the requirements of participating in BBPIP to inform your practice's participation <a href="#">here</a></li> <li><input type="checkbox"/> Use the Bulk Billing Incentives <a href="#">Calculator</a> to estimate if your practice will benefit from joining BBPIP. Your practice can register interest in participating in BBPIP before 1 November 2025 using the <a href="#">EOI form</a></li> <li><input type="checkbox"/> Document your change plan – Support is available through Practice Assist</li> <li><input type="checkbox"/> Plan team roles in the transition according to staff skills, interests and position</li> <li><input type="checkbox"/> Have a 'change team meeting' and <a href="#">communicate upcoming changes</a> to the team. Ensure all GPs at the practice are prepared to bulk bill all <a href="#">eligible services</a> to comply with BBPIP requirements</li> <li><input type="checkbox"/> As a team, plan key activities and timelines in the lead up to 1 November 2025, and beyond. Plan your start date for BBPIP, register in the <a href="#">Organisation Register</a> from 1 November 2025, and ensure your practice bulk bills every <a href="#">eligible service</a> from your BBPIP start date.</li> </ul>
<b>Step 2 Prepare your team</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss with your wider team what is changing and why</li> <li><input type="checkbox"/> Get staff ideas and feedback on proposed change plans</li> <li><input type="checkbox"/> Plan regular meetings of the change team to track progress</li> <li><input type="checkbox"/> Communicate progress regularly with your practice team (e.g. noticeboard, email, group chat, meetings)</li> <li><input type="checkbox"/> Discuss the upcoming changes with your stakeholders (for example, other services you refer to).</li> </ul>
<b>Step 3 Review your signage &amp; advertising</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do a stocktake of existing signage and advertising material for the practice</li> <li><input type="checkbox"/> Review your practice website, phone messages, and patient information and update to include bulk billing information</li> <li><input type="checkbox"/> Register as a fully bulk billing practice in the <a href="#">National Health Services Directory</a> (NHSD). Find information about how to register on NHSD <a href="#">here</a></li> <li><input type="checkbox"/> Ensure your practice is ready to comply with signage and advertising requirements of BBPIP</li> </ul>
<b>Step 4 MyMedicare, accreditation and systems check</b>	<p>To be eligible for MyMedicare, general practices must provide Medicare services and be registered with:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provider Digital Access (PRODA) – access information about PRODA registration <a href="#">here</a></li> <li><input type="checkbox"/> Health Professional Online Services (HPOS) – access information about HPOS registration <a href="#">here</a></li> <li><input type="checkbox"/> The Organisation Register – more information about the Org Register <a href="#">here</a></li> <li><input type="checkbox"/> If you have never registered in PRODA and HPOS before, there is a sequence of steps you must follow to register for these systems; Step by Step guide <a href="#">20191219_How-to-register-for-a-PRODA-account-manual.pdf</a> or <a href="#">Step by step guidance to register, setup and maintain PRODA   Healthy North Coast</a></li> <li><input type="checkbox"/> The <a href="#">National General Practice Accreditation Scheme</a>. Non-accredited practices will have 12 months to gain accreditation through a registered accreditation agency from the date they register in MyMedicare as a practice. * Practices <i>not already</i> registered in MyMedicare <b>will have a time-limited exemption</b> from accreditation requirements if they wish to register with MyMedicare and participate in BBPIP.</li> </ul>
<b>Step 5 Raise patient awareness</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider patient messaging (consider 'What's in it for them?')</li> <li><input type="checkbox"/> Identify any services your practice may not bulk bill, and develop communication for patients (e.g. procedural items, non-GP items, diagnostic items). BBPIP Practices must bulk bill <a href="#">all eligible services</a>.</li> <li><input type="checkbox"/> Train reception staff in MyMedicare and Bulk Billing messaging</li> <li><input type="checkbox"/> MyMedicare patient communication (<a href="#">Communications Bundle posters/ social tiles for MyMedicare</a>)</li> <li><input type="checkbox"/> Invite patients to identify your practice as their preferred practice for ongoing care by registering for <a href="#">MyMedicare</a> (using their <a href="#">MyGov</a> or the <a href="#">registration form</a>). MyMedicare is voluntary for patients. Ensure your MyMedicare registration processes incorporate informed consent (<a href="#">MyMedicare patient FAQ's</a>)</li> </ul>
<b>Step 6 Check in, review and celebrate</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> What is needed to embed the planned changes? What data will you use to monitor progress?</li> <li><input type="checkbox"/> Update processes, workflows, position descriptions and policy and procedures manuals</li> <li><input type="checkbox"/> Plan your practice's next steps and schedule review points to: 1) check your progress, 2) identify any changes you need to make, and 3) celebrate success with your team!</li> </ul>

This checklist has been created in collaboration with PHN Cooperative an Australian Government initiative.

Support is available through Practice Assist 08 6278 7900 or email [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au)