



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. Consider each of these steps to inform your planning and prepare your practice for BBPIP.

PLANNING AREA	TASKS TO DO
Step 1 Planning your transition and registration	<input type="checkbox"/> Understand the requirements of participating in BBPIP to inform your practice's participation here <input type="checkbox"/> Use the Bulk Billing Incentives Calculator to estimate if your practice will benefit from joining BBPIP. <input type="checkbox"/> Document your change plan – Support is available through Practice Assist <input type="checkbox"/> Plan team roles in the transition according to staff skills, interests and position <input type="checkbox"/> Have a 'change team meeting' and communicate upcoming changes to the team. Ensure all GPs at the practice are prepared to bulk bill all eligible services to comply with BBPIP requirements <input type="checkbox"/> As a team, plan key activities and timelines in the lead up to your transition and beyond. Plan your start date for BBPIP, register in the Organisation Register , and ensure your practice bulk bills every eligible service from your BBPIP start date.
Step 2 Prepare your team	<input type="checkbox"/> Discuss with your wider team what is changing and why <input type="checkbox"/> Get staff ideas and feedback on proposed change plans <input type="checkbox"/> Plan regular meetings of the change team to track progress <input type="checkbox"/> Communicate progress regularly with your practice team (e.g. noticeboard, email, group chat, meetings) <input type="checkbox"/> Discuss the upcoming changes with your stakeholders (for example, other services you refer to).
Step 3 Review your signage & advertising	<input type="checkbox"/> Do a stocktake of existing signage and advertising material for the practice <input type="checkbox"/> Review your practice website, phone messages, and patient information and update to include bulk billing information <input type="checkbox"/> Register as a fully bulk billing practice in the National Health Services Directory (NHSD). Find information about how to register on NHSD here <input type="checkbox"/> Ensure your practice is ready to comply with signage and advertising requirements of BBPIP
Step 4 MyMedicare, accreditation and systems check	<p>To be eligible for MyMedicare, general practices must provide Medicare services and be registered with:</p> <input type="checkbox"/> Provider Digital Access (PRODA) - access information about PRODA registration here <input type="checkbox"/> Health Professional Online Services (HPOS) – access information about HPOS registration here <input type="checkbox"/> The Organisation Register – more information about the Org Register here <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 20191219_How-to-register-for-a-PRODA-account-manual.pdf or Step by step guidance to register, setup and maintain PRODA Healthy North Coast <input type="checkbox"/> The National General Practice Accreditation Scheme . 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 will have a time-limited exemption from accreditation requirements if they wish to register with MyMedicare and participate in BBPIP.
Step 5 Raise patient awareness	<input type="checkbox"/> Consider patient messaging (consider 'What's in it for them?') <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 all eligible services . <input type="checkbox"/> Train reception staff in MyMedicare and Bulk Billing messaging <input type="checkbox"/> MyMedicare patient communication (Patient resources and information) <input type="checkbox"/> Invite patients to identify your practice as their preferred practice for ongoing care by registering for MyMedicare (using their MyGov or the registration form). MyMedicare is voluntary for patients. Ensure your MyMedicare registration processes incorporate informed consent (MyMedicare patient FAQ's)
Step 6 Check in, review and celebrate	<input type="checkbox"/> What is needed to embed the planned changes? What data will you use to monitor progress? <input type="checkbox"/> Update processes, workflows, position descriptions and policy and procedures manuals <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!