2027 General Practice Year Planner

phn PERTH NORTH, PERTH SOUTH, COUNTRY WA
An Australian Government Initiative

WAPHA Practice Assist

For practice support, call 08 6278 7900, email practiceassist@wapha.org.au or visit practiceassist.com.au

Calendar key:
- Public holiday
- Practice Connect
- _____
- _____
- _____

January

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Practice actions
- ☐ End of the PIP / WIP Quarter
- ☐ Action: PIP QI (Q2) - ensure data submission by 15 January
- ☐ Action: eHealth PIP - check SHS uploads for the quarter against your target
- ☐ Submit WIP hours
- ☐ GPACI Quarter (Jan to March)
- ☐

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ _____
- ☐ _____

Health promotion dates

Notes

February

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Practice actions
- ☐ WIP confirmation
- ☐ Check WAPHA portal for practice data reports (PCRP)
- ☐ Consider accreditation actions and review/update plans
- ☐ _____
- ☐ _____
- ☐

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ 4 February: Practice Manager Virtual Networking session
- ☐

Health promotion dates
- Ovarian Cancer Awareness Month
- World Cancer Day
- Feb Fast

Notes

March

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Practice actions
- ☐ Check SHS uploads for ePIP requirements
- ☐ _____
- ☐ _____
- ☐ _____

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ 10 March: Lunch and Learn
- ☐ _____

Health promotion dates
- Melanoma March
- Hearing Awareness Week
- Kidney Health Week
- National Advanced Care Planning Week

Notes

April

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Practice actions
- ☐ End of the PIP / WIP Quarter
- ☐ Action: PIP QI (Q3) - ensure data submission by 15 April
- ☐ Action: eHealth PIP - check SHS uploads for the quarter against your target
- ☐ Submit WIP hours.
- ☐ GPACI Quarter (April to June)
- ☐

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ 1 April: Practice Manager Virtual Networking session
- ☐

Health promotion dates
- World Immunisation Week
- National Falls Day

Notes

May

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Practice actions
- ☐ WIP confirmation
- ☐ Check WAPHA portal for practice data reports (PCRP)
- ☐ Consider accreditation actions and review/update plans
- ☐ AHPRA registration renewal for nurses
- ☐ Annual PIP Confirmation
- ☐

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ _____
- ☐ _____

Health promotion dates
- Heart Week
- International Nurses Day
- National Sorry Day and Reconciliation Week
- National Palliative Care Week

Notes

June

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Practice actions
- ☐ Check SHS uploads for ePIP requirements
- ☐ Update practice details with Practice Assist
- ☐ _____
- ☐ _____
- ☐ _____

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ 3 June: Practice Manager Virtual Networking session
- ☐ 9 June: Lunch and Learn

Health promotion dates
- Bowel Cancer Awareness Month
- Men's Health Week

Notes

July

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Practice actions
- ☐ End of the PIP / WIP Quarter
- ☐ Action: PIP QI (Q4) - ensure data submission by 15 July
- ☐ Action: eHealth PIP - check SHS uploads for the quarter against your target
- ☐ Submit WIP hours
- ☐ MBS indexation
- ☐ Workers' compensation fee indexation
- ☐ GPACI Quarter (July to Sept)
- ☐

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ _____
- ☐ _____

Health promotion dates
- NAIDOC Week
- National Diabetes Month
- Dry July
- World Hepatitis Day

Notes

August

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Practice actions
- ☐ WIP confirmation
- ☐ Check WAPHA portal for practice data reports (PCRP)
- ☐ Consider accreditation actions and review/update plans
- ☐ _____
- ☐ _____
- ☐ _____

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ 5 August: Practice Manager Virtual Networking session
- ☐

Health promotion dates
- National Stroke Week
- Red Nose Day
- Daffodil Day

Notes

September

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Practice actions
- ☐ Ensure collection of up-to-date indemnity certificates for GPs, nurses, and other relevant health professionals
- ☐ Check SHS Uploads for ePIP requirements
- ☐ _____
- ☐ _____
- ☐ _____

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ 8 September: Lunch and Learn
- ☐ _____

Health promotion dates
- Prostate Cancer Awareness Month
- Gynaecological Cancer Awareness Month
- RU OK? Day
- Dementia Week

Notes

October

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Practice actions
- ☐ End of the PIP / WIP Quarter
- ☐ Action: PIP QI (Q1) - ensure data submission by 15 October
- ☐ eHealth PIP - check SHS uploads for the quarter against your target
- ☐ Submit WIP hours
- ☐ GPACI Quarter (Oct to Dec)
- ☐ _____
- ☐ _____

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ 7 October: Practice Manager Virtual Networking session
- ☐

Health promotion dates
- Breast Cancer Awareness Month
- Mental Health Week
- International Day of Older Persons

Notes

November

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Practice actions
- ☐ Consider accreditation actions and review/update plans
- ☐ Indigenous Health PIP registration renewals
- ☐ Check WAPHA portal for practice data reports (PCRP)
- ☐ _____
- ☐ _____
- ☐ _____

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ _____
- ☐ _____

Health promotion dates
- Movember
- Cervical Cancer Awareness Week
- Antibiotic Awareness Week
- World Diabetes Day

Notes

December

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Practice actions
- ☐ Check SHS uploads for ePIP requirements
- ☐ Update practice details with Practice Assist
- ☐ _____
- ☐ _____
- ☐ _____

Events & Training - Upcoming workshops and webinars - Practice Assist Website
- ☐ 2 December: Practice Manager Virtual Networking session
- ☐ 8 December: Lunch and Learn

Health promotion dates
- Decembeard
- International Day of People with Disabilities
- World AIDS Day

Notes

Considerations

- ☐ All staff meetings
- ☐ Clinical meetings
- ☐ Admin staff meetings
- ☐ Check PCRP Newsfeed for Primary Sense News
- ☐ _____

- ☐ Practice insurance renewal
- ☐ W/C insurance renewal
- ☐ Test and Tag equipment
- ☐ Medical equipment servicing
- ☐ _____
- ☐ _____

- ☐ Software subscriptions
- ☐ Other subscriptions
- ☐ Poisons permit
- ☐ Register/update Provider Connect Australia
- ☐ _____

- ☐ Year of accreditation – consider monthly actions for accreditation
- ☐ Policy & procedures review
- ☐ Cold chain renewal
- ☐ ERPT review
- ☐ _____

- ☐ Employee performance reviews
- ☐ DVA indexation
- ☐ MBS indexation
- ☐ W/C indexation
- ☐ _____
- ☐ _____

- ☐ QI activities plan
- ☐ QI activities review
- ☐ Archiving – consider monthly
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ Social media updates
- ☐ Website updates
- ☐ Patient surveys
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ Cultural training and compliance, including Aboriginal and Torres Strait Islander culture and LGBTQIA+
- ☐ CPR updates
- ☐ _____

Key items to remember

MONTHLY
- Check BBPIP billing compliance
- Update any change to practice details using online Practice Assist form
- Check PCRP WAPHA portal for practice data reports and news feed

QUARTERLY
- End of PIP / WIP quarter
- GPACI / BBPIP quarter eligibility
- PIP QI data submission
- Check SHS uploads for ePIP requirements

ANNUALLY
- MyMedicare accreditation end dates
- Check PRODA delegations and attributes

Update your practice details