



Practice Incentives Program Procedural General Practitioner Payment application (IP004)

When to use this form

Use this form to apply for the Practice Incentives Program (PIP) Procedural General Practitioner Payment. This form is only to be used by practices already approved for the PIP.

A procedural general practitioner provides non-referred services, normally in a hospital theatre, maternity care setting or appropriately equipped facility, which in urban areas are typically the province of a specific referral-based specialty. These services are provided in obstetrics, surgery and anaesthetic.

The PIP Procedural General Practitioner Payment can only be made to one practice per 6 month reference period per procedural general practitioner.

Important information

Health Professional Online Services (HPOS) provides secure and convenient online services for health professionals and administrators.

Using your Provider Digital Access (PRODA) account details, you can make enquiries, claims and update your practice details through HPOS. Most changes you make through HPOS are effective immediately.

To register for a PRODA account or to find out more about HPOS, go to servicesaustralia.gov.au/hpos

For more information

Go to servicesaustralia.gov.au/pip

If you need assistance completing this form, call **1800 222 032** Monday to Friday, 8:30 am to 5 pm, Australian Central Standard Time.

Filling in this form

You can fill and sign this form digitally in some browsers, or you can open it in Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader, you can print this form and sign it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

Practice details

1 PIP practice ID

2 Practice name

3 Full practice address – **main** practice address

The practice address should be the practice location that provides the highest number of MBS services per year.

Building name

Unit Suite Shop Floor number

Street number

Street name

Suburb

State Postcode

4 Practice phone number (including area code)

Procedural General Practitioner Payment

To be eligible for this payment, the practice must be located in a Rural, Remote and Metropolitan Areas (RRMA) classification 3–7 and meet the requirements as set out in the **PIP Procedural General Practitioner Payment Guidelines** available at servicesaustralia.gov.au/pip

5 Does your practice employ 1 or more procedural general practitioners who provide 1 or more procedural services?

No Your practice is **not eligible** for this payment

Yes Individual providers at your practice must be registered to the PIP practice. You can update these details through HPOS.

Privacy notice

- 6** Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by Services Australia for the purposes of the Practice Incentives Program (PIP).

Your personal information will be disclosed to the Australian Government Department of Health and Aged Care to enable that department to administer aspects of PIP, including for program compliance purposes, for statistical and research purposes and to inform policy development.

Your personal information may be used by Services Australia, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information about the way in which Services Australia will manage your personal information, including our privacy policy, at servicessaustralia.gov.au/privacypolicy

Declaration

7 I consent to:

- Services Australia disclosing information, including personal information, to the Australian Government Department of Health and Aged Care, other relevant agencies or as authorised or required by law.

I agree to:

- advise Services Australia **within 7 days** of the change or **at least 7 days** before the point-in-time date, if the required number of procedural services in a 6 month reference period have not been provided.

I declare that:

- the information provided in this form and in the supporting documentation is complete and correct.
- the practice meets all the eligibility requirements for the Procedural General Practitioner Payment as set out in the guidelines.

I understand that:

- the Australian Government Department of Health and Aged Care may conduct program audits of a practice's compliance with the Practice Incentives Program eligibility requirements.
- the practice is required to retain practice documentation for a minimum of 6 years.
- I may be required to provide information to the Australian Government Department of Health and Aged Care as evidence of the practice's compliance with the Practice Incentives Program eligibility requirements.
- if I cannot provide information as requested by the Australian Government Department of Health and Aged Care, to establish the practice's compliance with the Practice Incentives Program eligibility requirements, payments may be reduced, recovered, suspended or ceased.
- if I do not notify Services Australia of changes to practice arrangements and authorised contact person(s), incentive payments for the Practice Incentives Program may be reduced, recovered, suspended or ceased.
- the authorised contact person will receive all correspondence from Services Australia and will be responsible for advising Services Australia of changes.

- the practice will be liable for all claims and documentation submitted by the authorised contact person to Services Australia in relation to the Practice Incentives Program.
- giving false or misleading information is a serious offence.

Owner/authorised contact

Dr Mr Mrs Miss Ms Other

Family name

First given name

Signature

Date (DD MM YYYY)

Returning this form

Return the completed form and supporting documents online, upload through Health Professional Online Services (HPOS) at servicessaustralia.gov.au/hpos at least **7 days** before the relevant point-in-time date.