

Practice Incentives Program After Hours Incentive application (IP030)

Purpose of this form

Complete this form to apply for the Practice Incentives Program (PIP) After Hours Incentive. This form is only to be used by practices already registered for the PIP.

For the purposes of the PIP, after hours refers to:

- anytime outside 8 am to 6 pm weekdays
- anytime outside 8 am to 12 noon on Saturday, **and**
- all day on Sunday and public holidays.

The complete after hours period is further broken into:

- sociable after hours period – 6 pm through to 11 pm weeknights
- unsociable after hours period – 11 pm through to 8 am weekdays, hours outside of 8 am and 12 noon Saturdays and all day Sundays and public holidays.

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 claims and update your practice details through HPOS. Lodgement through HPOS is effective immediately.

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

If you cannot apply using HPOS, you can complete this form and send it to us for manual processing.

For more information

Go to servicesaustralia.gov.au/pip

If you need help to complete 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 Practice ID

2 Practice name

3 Full practice address - main practice address

Do not provide PO Box address.

Building name

Unit Suite Shop Floor number

Street number

Street name

Suburb

State

Postcode

4 Practice phone number (including area code)

Eligibility requirements

To be eligible for the PIP After Hours Incentive, the practice must meet the requirements set out in the **PIP After Hours Incentive Guidelines** available from servicesaustralia.gov.au/pip

Core eligibility requirements

1. Be registered for the PIP and maintain eligibility for the entire quarter before the payment month.
2. Provide after hours care for patients in accordance with the Royal Australian College of General Practitioners (RACGP) *Standards for general practices*.
3. Clearly communicate after hours arrangements to patients.
4. Provide consultation notes back to the practice by the next day.
5. Ensure practice arrangements are outlined in a formal signed document.
6. Register the arrangements in the National Health Service Directory.

Practices that meet the core eligibility requirements may be eligible for one of the 5 payment levels of the PIP After Hours Incentive. You can only apply for one payment level. Please indicate which payment level you are applying for.

5 Which payment level do you want to apply for?

Tick ONE only

Level 1: Participation Payment

- Practices must have formal arrangements in place to ensure that practice patients have access to care in the **complete after hours period** (hours outside of 8 am to 6 pm weeknights, hours outside of 8 am to 12 noon Saturdays and all day Sundays and public holidays). The practice does not have to provide the care itself if it has formal arrangements in place for patients to access care through a third party.

Level 2: Sociable After Hours Cooperative Coverage Payment

- Practices must participate in a cooperative arrangement that provides after hours care to practice patients in the **sociable after hours period** (6 pm to 11 pm weeknights).
- Practices must ensure formal arrangements are in place to cover the **unsociable after hours period** (11 pm to 8 am weekdays, hours outside of 8 am and 12 noon Saturdays and all day Sundays and public holidays).
- The cooperative must meet the definition of a cooperative as outlined in the **PIP After Hours Incentive Guidelines** available from servicesaustralia.gov.au/pip
- Practices must provide the minimum levels of care towards the cooperative outlined in the after hours guidelines.

Level 3: Sociable After Hours Practice

Coverage Payment

- Practices must provide after hours care to practice patients directly through the practice in the **sociable after hours period** (6 pm to 11 pm weeknights).
- Practices must ensure formal arrangements are in place to cover the **unsociable after hours period** (11 pm to 8 am weekdays, hours outside of 8 am and 12 noon Saturdays and all day Sundays and public holidays).
- Practices cannot participate in a cooperative to be eligible for this payment.

Level 4: Complete After Hours Cooperative

Coverage Payment

- Practices must participate in a cooperative arrangement that provides after hours care to practice patients for the **complete after hours period** (hours outside of 8 am to 6 pm weeknights, hours outside of 8 am to 12 noon Saturdays and all day Sundays and public holidays).
- The cooperative must meet the definition of a cooperative as outlined in the **PIP After Hours Incentive Guidelines** available from servicesaustralia.gov.au/pip
- Practices must provide the minimum levels of care towards the cooperative outlined in the after hours guidelines.

Level 5: Complete After Hours Practice

Coverage Payment

- Practices must provide after hours care to practice patients in the **complete after hours period** (hours outside of 8 am to 6 pm weeknights, hours outside of 8 am to 12 noon Saturdays and all day Sundays and public holidays).
- Practices cannot participate in a cooperative to be eligible for this payment.
- Practices can only use a localised or practice based nurse triaging arrangement if they are in rural and remote areas RRMA 5 to 7.

6 Date these arrangements apply from (DD MM YYYY)

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Privacy notice

7 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 servicesaustralia.gov.au/privacypolicy

Declaration

The authorised contact person must be authorised by the practice owner(s) and listed in the Practice Incentives Program.

8 I agree to:

- advise Services Australia about changes to my arrangements **within 7 days** of the change or **at least 7 days** before the point-in-time date.

I declare that:

- the practice meets all the eligibility requirements for the proceeding payment quarter payment level stated for the entire quarter before the payment month, including the point-in-time date.
- I will adhere to the eligibility requirements set out in the **Practice Incentives Program After Hours Incentive Guidelines**.
- the information I have provided in this form is complete and correct.

I understand that:

- the Australian Government Department of Health and Aged Care may conduct program audits of a practice's compliance with eligibility requirements for payments under the Practice Incentives Program.
- 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 any 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.

Practice owner for PIP or authorised contact

Family name

First given name

Position held

Signature



Date (DD MM YYYY)

Returning this form

Check that all required questions are answered and that the form is signed and dated.

Return this form and any supporting documents **at least 7 days** before the relevant point-in-time date **online**, upload through HPOS at **servicesaustralia.gov.au/hpos**