

# AAPM access and benefits

# Who is AAPM?

## Association for Practice Management

AAPM is Australia's only not-for-profit, national peak organisation that is dedicated to supporting effective Practice Management. We have the experience, knowledge and resources to support your professional growth.

## Our vision

Our vision is to have Practice Management universally recognised and valued at the centre of effective healthcare systems and sustainable businesses for optimal patient outcomes.

Our goal is that members will benefit through the professional recognition, continuing education, networking, professional development and advice provided through AAPM membership.

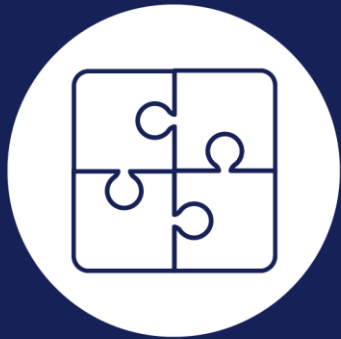
## Our members

AAPM members work in all areas of healthcare including general practice, allied health, dental, medical specialties and more.



# Your career pathway

The AAPM professional development program supports and promotes your personal and professional growth through a system of:



## CORE PRINCIPLES

Development and support in core principles underpinning the profession of Practice Management.



## QUALIFICATIONS

Opportunities for specialised Practice Management qualifications through the University of New England.



## CERTIFICATION

Certification of Practice Managers in recognition of skill development, qualifications and experience.



## CONTINUING PROFESSIONAL DEVELOPMENT

Opportunities for members to stay up-to-date with the evolving landscape of Practice Management.

# Professional development

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Resources and strategies to support and promote your professional growth.

## Certified Practice Manager

Recognition of years of experience and skill development in the profession of Practice Management.

## Fellowship program

A prestigious honour in recognition of significant commitment and contribution to the profession of Practice Management.

## UNE Partnerships

Specialised qualifications designed to meet the specific requirements of medical, dental, allied health or specialist practices.

## Awards and scholarships

Recognition of those who provide exceptional services to AAPM and the profession.

Expand your skills through AAPM-funded scholarships for selected Practice Management courses through UNE Partnerships.

## Continuing Professional Development (CPD)

Opportunities to demonstrate personal and professional development to remain current in healthcare Practice Management.

# Advocacy

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AAPM is your voice in the healthcare sector.

## Representation

AAPM represents members on dedicated healthcare taskforce groups and committees.

## Collaboration

AAPM collaborates with government agencies and health networks to advance Practice Management as a profession.

# Discussion

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- Practice Managers recognised on WIP
- MyMedicare
- GPACI
- GP Grant Program
- Accreditation
- Questions | Thoughts

# MyMedicare

How to register your Practice

1. Ensure you are an eligible Practice.
2. Link your organisation in PRODA to HPOS (Health Professional Online Service)

Access the **Organisation Register** in HPOS, link to the **Organisation Site Register** (need to be the same ABN and Name)

Link your **eligible GP** providers

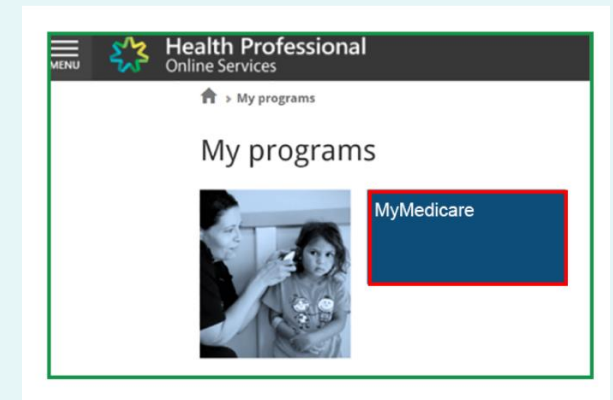
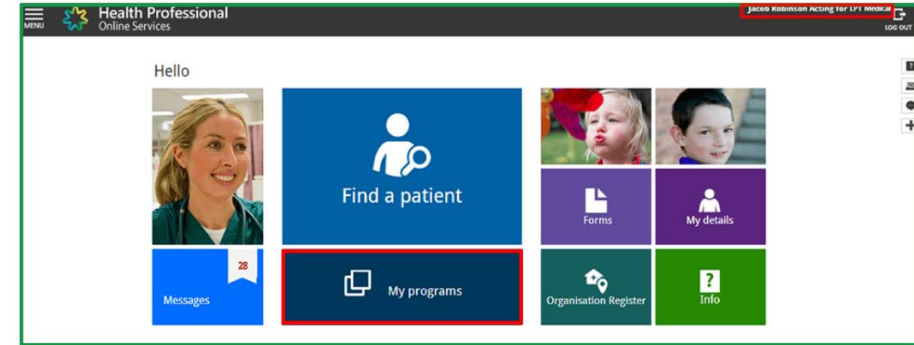
Ensure you are able to be listed as an **Authorised Contact**

**Save as you go!!**

Services Australia has the "*how to guide*" online.

[https://hpe.servicesaustralia.gov.au/orgreg\\_orgreg.html](https://hpe.servicesaustralia.gov.au/orgreg_orgreg.html)

When set-up and registered THEN the tile will appear.



# MyMedicare | patient eligibility

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- Australians with a Medicare Card or a DVA Veteran Card.
- Patients who have had 2 or more face-to-face appointments at their **regular practice (the same practice)** in the last 24 months or 1 x face-to-face visit for practices in remote locations (MMM 6 + 7).
- People who are facing hardship **are exempt from all eligibility** requirements.
- Parents/guardians and children can be registered at the same practice, if either is eligible and registered.
- A Parent/Guardian must register a child under 14 years and provide consent on their behalf.
- Young persons aged between 14 – 17 years can register and provide consent without a parent/guardian.



# MyMedicare | patient registration

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## Why and How to Register your Patients

- Understand what MyMedicare is and if you are not sure, please ask!
- Patients can register via an online or hardcopy form (depending on your Practice)
- Forms **must and only be returned to your practice.**
- Use your platform to send direct messages to your patients.
- Explain to patients why they should register.
- Ensure your Practice is aware that the exemption for accreditation ends 30 June 2024. Do you need to get accredited? Will your patients be impacted?

## Things to remember:

- A patient does not need to be registered with MyMedicare or select a preferred GP to receive care.
- A patient can withdraw from one practice and register with another at anytime.
- **Australians are still able to access healthcare!**

# GPACI

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## General Practice Aged Care Incentive

The General Practice in Aged Care Incentive supports older people living in residential aged care. It helps them receive quality primary care services from their regular provider and practice.

- **Incentive payments**  
Each quarter providers and practices registered with MyMedicare, who meet the eligibility and servicing requirements, will receive an incentive payment.
- Eligible providers will receive payments for seeing their patients in a residential aged care home.
- Eligible practices will receive funding to manage the care for patients living in an aged care home.
- Payments are:  
\$300 per patient, per year, paid to the responsible provider  
\$130 per patient, per year, paid to the practice.
- The incentive payments will be quarterly, on top of existing Medicare Benefits Scheme (MBS) and Department of Veterans' Affairs (DVA) rebates for services delivered.

<https://www.health.gov.au/our-work/general-practice-in-aged-care-incentive>

# GP Grants Program

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Did you receive GP Grant Program funding? What you need to do now.

**1. Assurance checks**

Grant recipients are required to provide evidence to the Department for expenditure to date.

**2. Financial Acquittal Forms (after all funds have been spent) and Self-Evaluation Surveys**

Grant recipients need to spend their entire grant funds. This is a requirement of your contract.

**3. Expending the entire grant amount.**

Spend your grant funding!

Questions | Barriers?

Financial Acquittal Form link:

<https://www.health.gov.au/form/h-gp-financial-acquittal>

Self-Evaluation Survey link:

[https://survey.au1.qualtrics.com/jfe/form/SV\\_8hUzYXlhyR32r9Y](https://survey.au1.qualtrics.com/jfe/form/SV_8hUzYXlhyR32r9Y)

## National General Practice Accreditation (NGPA) Scheme market analysis project

The Department of Health and Aged Care has engaged Nous Group (Nous) to undertake an analysis of the current market operation of accreditation services under the NGPA Scheme.

This work builds on previous reviews relating to accreditation and aims to identify levers available to government to:

- Reduce barriers to accreditation for General Practices.
- Ensure the accreditation agency market provides adequate coverage across Australia to reduce inequities in access to accreditation.
- Support market sustainability for accreditation agencies to meet current and future demand for accreditation.
- Seeking input from GP Practice Managers across Australia in the format of a short survey (QR code on the right), and a follow up workshop (date TBC).

For more information you can contact Nous Project Manager, Steven Bothwell (steven.bothwell@nousgroup.com).

### GP Practice Manager survey



Link: <https://forms.office.com/r/QwU58gLAde>

# Resources

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Gain exclusive access to resources as part of your membership.

## HR Advisory Service

HR support and assistance provided via phone and email.

Plus, access to HR tools and templates.

## Member Assistance Program

On-demand, confidential support from experienced professionals to support the health and wellbeing of our members.

## Education, events and networking

Regular online and in person education and networking opportunities.

Access member rates to the annual AAPM National Conference to learn from industry experts and network with other Practice Managers.

## Industry partnerships

Exclusive access to resources, discounts and benefits through AAPM's industry partnerships.

## AAPM Publications

Receive industry updates and helpful advice in our fortnightly e-newsletter, The Practice Space, and quarterly magazine, The Practice Manager Journal.

## Pulse+IT subscription

Complimentary subscription to Australasia's leading voice in digital health news.

Pulse+IT assists the healthcare sector to understand the technology they confront in their practices.

# Networking, events and education

Regular online and in person networking and education events providing members the opportunity to build skills, increase knowledge and network with other Practice Managers.

## Educare

Webinars, State metro and regional Educare Days are held each year and present a series of short and sharp content with the latest updates on the healthcare industry.

## Networking meetings

Local networking meetings to connect with like-minded Practice Managers in your area to share ideas, experience and seek support.

## AAPM National Conference

A key event on the calendar every year is the annual AAPM National Conference. The conference features a variety of plenary and concurrent sessions, networking opportunities and social events.

In 2024 the AAPM National Conference will be held in Darwin from Tuesday 10 October to Friday 18 October.



# Recognising Practice Managers

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The Practice Manager of the Year Awards recognise and reward a Practice Manager for their contribution to the profession.

Applicants apply for the **State** Practice Manager of the Year Award, and the state winners become finalists for the **National** Practice Manager of the Year Award.

We want to recognise you! Applications will open again in 2024.



AAPM offers scholarships every year to promote the continuing advancement and development of members.

There are three funded scholarships each year for courses delivered by UNE Partnerships, aimed at accelerating the career path of Practice Managers and Administrators.

Applications open in 2024.





# HR Advisory Service

The HR Advisory Service is exclusive to AAPM Members providing comprehensive HR support through telephone, email and website resources and templates.

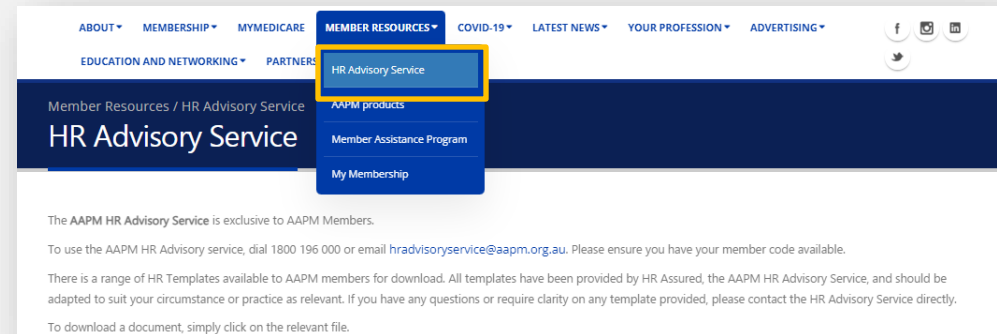
You will be required to log in to the My Membership Portal or quote your member number to access this service.

## Access the service

 [aapm.org.au/Member-Resources/HR-Advisory-Service](https://aapm.org.au/Member-Resources/HR-Advisory-Service)

 1800 196 000 (and select option 2)

 [hradvisoryservices@aapm.org.au](mailto:hradvisoryservices@aapm.org.au)



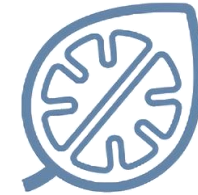
If the information you require isn't available from the AAPM website, call or email the HR Advisory Service to access the specific advice you need.



# Member Assistance Program

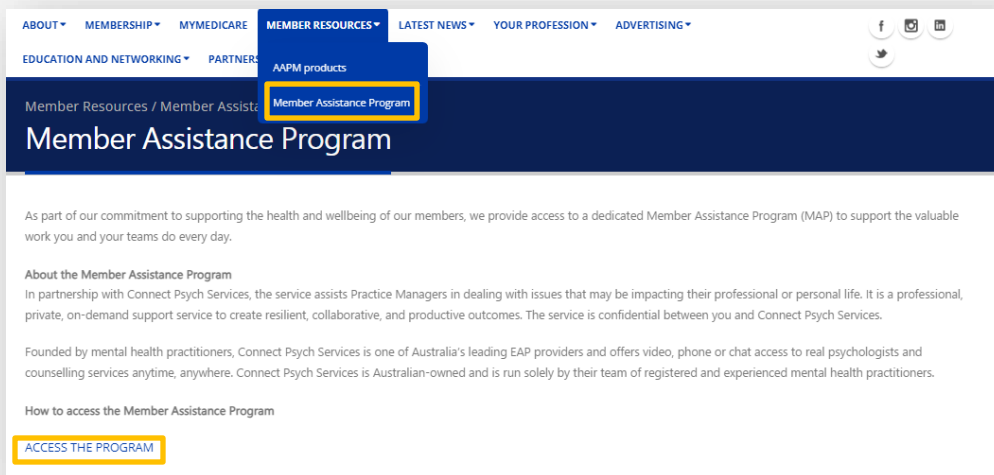
As part of our commitment to supporting the health and wellbeing of our members, we provide access to a dedicated, confidential Member Assistance Program (MAP) to support the valuable work you and your teams do every day.

In partnership with Connect Psych Services, it is a professional, private, on-demand support service to assist Practice Managers in dealing with issues that may be impacting them personally or professionally.



connect psych services

## Access the service



The screenshot shows the AAPM website navigation menu with 'MEMBER RESOURCES' selected. The 'Member Assistance Program' link is highlighted in a yellow box. Below the navigation, the page title 'Member Assistance Program' is displayed. The main content area includes a brief introduction, a section titled 'About the Member Assistance Program' describing the service, and a section titled 'How to access the Member Assistance Program' with a yellow button labeled 'ACCESS THE PROGRAM'.

Access the program through the AAPM website.

Enter **APM201** as the company code and your member number to create an account.

As part of your membership, AAPM provides the first two appointments complimentary.

# Thank you!

We look forward to supporting you to learn and develop as a Practice Manager!

Please contact us if you have any questions.



[www.aapm.org.au](http://www.aapm.org.au)



1800 196 000



[nationaloffice@aapm.org.au](mailto:nationaloffice@aapm.org.au)