

# Practice Incentives Programme After Hours Incentive application

## Purpose of this form

Complete this form to apply for the Practice Incentives Programme (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 8.00 am to 6.00 pm weekdays
- anytime outside 8.00 am to 12.00 noon on Saturday, **and**
- all day on Sunday and public holidays.

The complete after hours period is broken down into:

- sociable after hours period – 6.00 pm to 11.00 pm weeknights
- unsociable after hours period – 11.00 pm to 8.00 am weekdays, hours outside of 8.00 am and 12.00 pm Saturdays and all day Sundays and public holidays.

## Important information

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

Using your Public Key Infrastructure (PKI) Individual Certificate, you can make claims and update your practice details through HPOS. Lodgement through HPOS is effective immediately and you will receive a return acknowledgement message.

To register for a PKI Certificate and to find out more about HPOS, go to [humanservices.gov.au/hpos](http://humanservices.gov.au/hpos)

If you are unable to apply using HPOS, you can complete this form and send it to us for manual processing.

## For more information

For more information, go to our website [humanservices.gov.au/pip](http://humanservices.gov.au/pip) or if you need assistance completing this form, email [pip@humanservices.gov.au](mailto:pip@humanservices.gov.au) or call **1800 222 032** Monday to Friday, between 8.30 am and 5.00 pm, Australian Central Standard time.

**Note:** Call charges may apply from mobile phones.

## Filling in this form

- Please use black or blue pen
- Print in BLOCK LETTERS
- Mark boxes like this  with a ✓ or ✗

## Returning your form

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

Fax the completed form to **1300 587 696**

## 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 [humanservices.gov.au/pip](http://humanservices.gov.au/pip)

### Core eligibility requirements

1. Be registered for the PIP and meet the requirements for the payment level claimed 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, including information available within the practice, on the practice website or through a telephone answering machine.

Practices that meet the core eligibility requirements may be eligible for 1 of the 5 payment levels of the PIP After Hours Incentive. You can only apply for 1 payment level. Please indicate which payment level you are applying for. You must declare at the end of this form that your practice will meet all of the requirements of the payment level for which you are applying.

- 1 Indicate the payment level for which you are applying.

**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 8.00 am to 6.00 pm weeknights, hours outside of 8.00 am to 12.00 pm 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.
- The arrangements must make sure notes of consultations and information about the care provided are sent back to the practice in a timely manner that is suitable to both parties, where patient consent has been obtained. For patients with a digital health record in the My Health Record system, this record may be used to transfer this information through an event summary.
- The practice must ensure that the after hours arrangements are effectively communicated to patients and employees.
- Practices must register the arrangements in the National Health Service Directory.
- Arrangements must be outlined in a formal document which is agreed to and signed by both parties. This document must be produced for auditing purposes where required.

**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** (6.00 pm to 11.00 pm weeknights).
- Practices must ensure formal arrangements are in place to cover the **unsociable after hours period** (11.00 pm to 8.00 am weekdays, hours outside of 8.00 am and 12.00 pm 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*.
- Practices must provide the minimum levels of care towards the cooperative as indicated at Table 1 below:

**Table 1: Minimum levels of care requirements for Level 2 sociable after hours cooperative coverage**

Average annual Standardised Whole Patient Equivalent (SWPE) level of practice	Minimum number of GP hours that must be provided to the cooperative
0 to 2,000	5 hours per week
2,001 to 5,000	10 hours per week
5,001 and above	15 hours per week

- Both the cooperative arrangement for sociable after hours coverage and the formal arrangement for unsociable after hours coverage must make sure notes of consultations and information about the care provided are sent back to the practice. This must occur in a timely manner that is suitable to both parties, where patient consent has been obtained. For patients with a digital health record in the My Health Record system, this record may be used to transfer this information through an event summary.
- The practice must ensure that the after hours arrangements are effectively communicated to patients and employees.
- Practices must register the arrangements in the National Health Service Directory.
- Arrangements must be outlined in a formal document which is agreed to and signed by both parties. This document must be produced for auditing purposes where required.

**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** (6.00 pm to 11.00 pm weeknights).
- Practices must ensure formal arrangements are in place to cover the **unsociable after hours period** (11.00 pm to 8.00 am weekdays, hours outside of 8.00 am and 12.00 pm Saturdays and all day Sundays and public holidays).
- Practices cannot participate in a cooperative to be eligible for this payment.
- The formal arrangement must make sure notes of consultations and information about the care provided are sent back to the practice in a timely manner that is suitable to both parties, where patient consent has been obtained. For patients with a digital health record in the My Health Record system, this record may be used to transfer this information through an event summary.

- The practice must ensure that the after hours arrangements are effectively communicated to patients and employees.
- Practices must register the arrangements in the National Health Service Directory.
- Arrangements must be outlined in a formal document which is agreed to and signed by both parties. This document must be produced for auditing purposes where required.

**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 8.00 am to 6.00 pm weeknights, hours outside of 8.00 am to 12.00 pm 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*.
- Practices must provide the minimum levels of care towards the cooperative as indicated at Table 2 below:

**Table 2: Minimum levels of care requirements for Level 4 complete after hours cooperative coverage**

Average annual Standardised Whole Patient Equivalent (SWPE) level of practice	Minimum number of GP hours that must be provided to the cooperative
0 to 2,000	18 hours per week
2,001 to 5,000	36 hours per week
5,001 and above	54 hours per week

- The cooperative arrangement must make sure notes of consultations and information about the care provided are sent back to the practice. This must occur in a timely manner that is suitable to both parties, where patient consent has been obtained. For patients with a digital health record in the My Health Record system, this record may be used to transfer this information through an event summary.
- The practice must ensure that the after hours arrangements are effectively communicated to patients and employees.
- Practices must register the arrangements in the National Health Service Directory.
- Arrangements must be outlined in a formal document which is agreed to and signed by both parties. This document must be produced for auditing purposes where required.

**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 8.00 am to 6.00 pm weeknights, hours outside of 8.00 am to 12.00 pm Saturdays and all day Sundays and public holidays).
- Practices cannot participate in a cooperative to be eligible for this payment.
- The practice must ensure that the after hours arrangements are effectively communicated to patients and employees.
- Practices must register the arrangements in the National Health Service Directory.

## Practice details

### 2 Practice ID

### 3 Australian Business Number (ABN)

### 4 Practice name

### 5 Full practice address

The practice address is the address from which you render services. Do not provide PO Box addresses.

Building name

Unit  Suite  Shop  Floor number

Street number

Street name

Suburb

State  Postcode

### 6 Practice phone number

Fax number

Email

## Privacy notice

### 7 Your personal information is protected by law, including by the *Privacy Act 1988*.

Personal information and other information about a practice that is participating in the Practice Incentives Programme (PIP), or is applying to participate in the PIP, is collected by the Australian Government Department of Human Services for the assessment and administration of PIP payments and services. This information will be disclosed to the Department of Health to enable that department to administer aspects of PIP, for statistical and research purposes and to inform policy development.

The Department of Human Services may use or disclose your personal information for other purposes where required or authorised by law, or if you agree.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy) or by requesting a copy from the Department of Human Services.

## Declaration

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

### 8 I agree to:

- advise the Australian Government Department of Human Services of any changes to practice arrangements
  - online through Health Professionals Online Services. Changes made through Health Professionals Online Services are immediate and therefore can be made up to and on the relevant point-in-time date, **or**
  - by completing the **Practice Incentives Change of practice details** form (IP005), or advising in writing **no later than 7 days** before the relevant point-in-time date.

#### I declare that:

- the practice meets all the eligibility requirements for the 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 Programme After Hours Incentive Guidelines**.
- the information I have provided in this form is complete and correct.

#### I understand that:

- if this is not done, incentive payments may be reduced or recovered and the practice's eligibility for the Practice Incentives Programme may be affected.
- the Australian Government Department of Health may conduct compliance audits and the practice may be required to provide information as evidence of compliance with the Practice Incentives Programme eligibility requirements and that failure to do so may result in past Practice Incentives Programme payments being recovered and/or future payments being suspended or ceased.
- giving false or misleading information is a serious offence.

Owner's full name

Owner's signature

Date

**OR**

Authorised contact person's full name

Authorised contact person's signature

Date