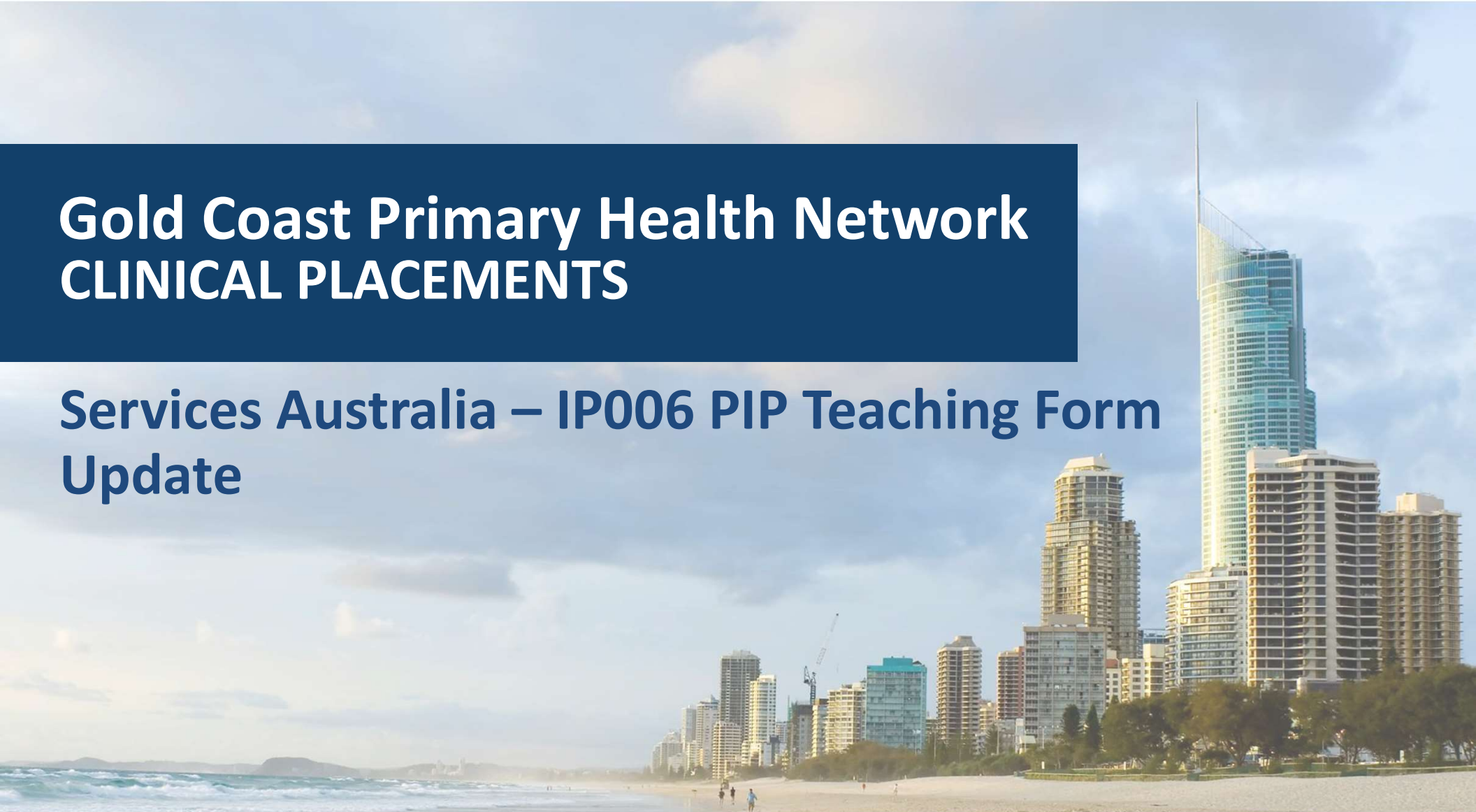


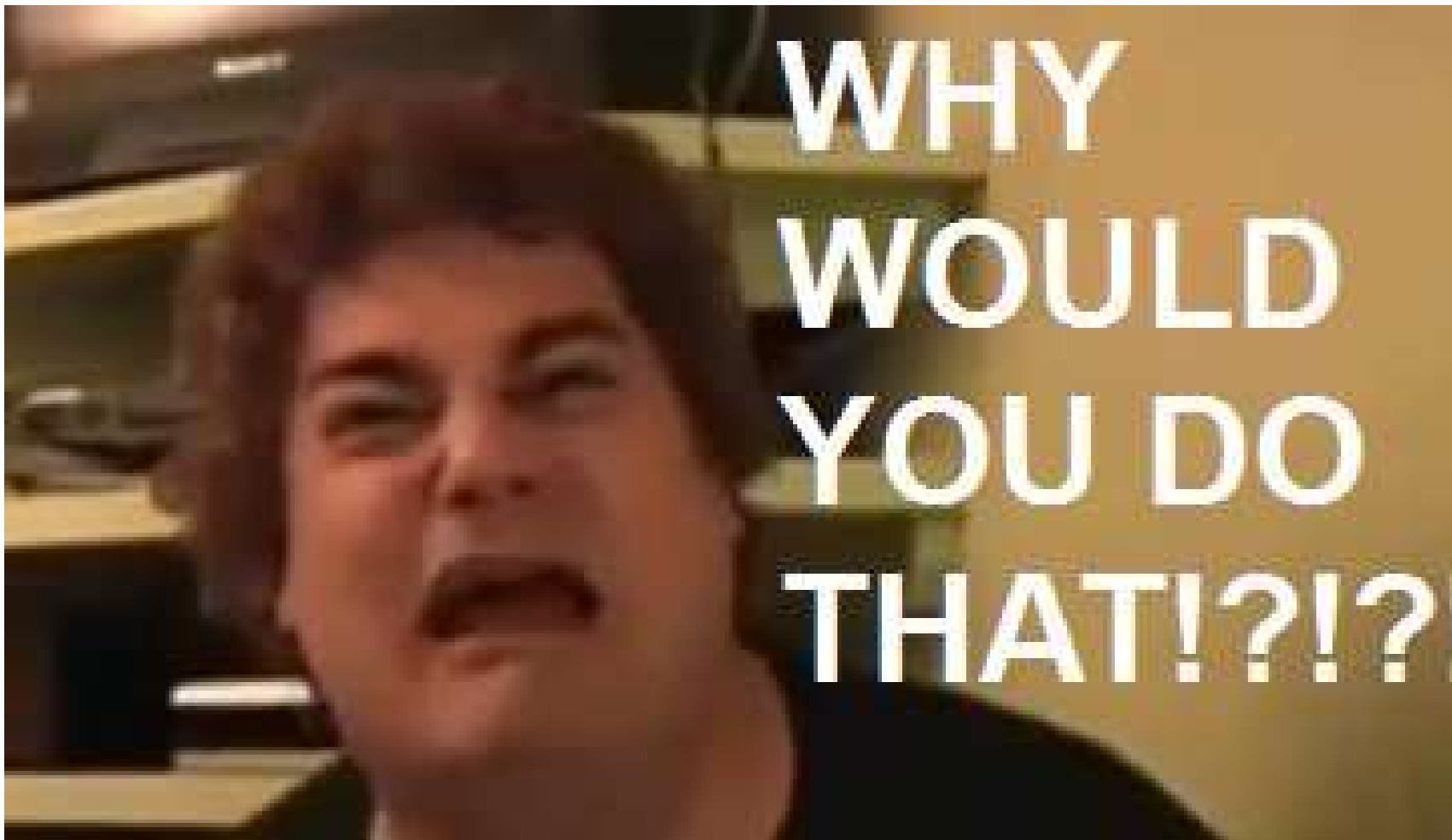


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Gold Coast Primary Health Network CLINICAL PLACEMENTS

Services Australia – IP006 PIP Teaching Form Update





Services Australia – PIP Form Update

- Services Australia made changes to the IPO06 form in May 2023
- This was advised to all GP's practices via the incentives update news.
- The GCPHN and Universities were only made aware of this update in late June.
- We have acted upon these changes which are reflected in a revised process on distribution of the form
- We have also received official correspondence from Services Australia confirming the reasons for the changes, which are unfortunately beyond our control.



INCENTIVES NEWS UPDATE

Access Indigenous Health Incentive patient information online

You can access registration and payment information for Practice Incentives Program (PIP) Indigenous Health Incentive (IHI) patients through Health Professional Online Services (HPOS). You can look for an individual patient or get a list of registered patients.

You can also get Tier 1 and Tier 2 Outcome Payment information, including the:

- 12-month assessment period for each registered patient
- MBS items used to assess payment eligibility for each registered patient.

You can access patient information from the IHI Patient Search screen or by selecting Indigenous Health Incentive on the main menu. To access our Health Professional Education resources, go to hpe.servicesaustralia.gov.au/IP_IHI.html

Go to servicesaustralia.gov.au/hpos and log in using your Provider Digital Access (PRODA) account.

Practice changes

Your PIP and WIP – Practice Stream payments may be impacted if you don't tell us about changes to your practice. This includes registering and extending general practitioners on your practice profile. You need to tell us about any changes within 7 days of the change, or at least 7 days before the next point in time date.

We may deny a review of decision request if you didn't tell us about practice changes in time.

You can check your practice details:

- in HPOS
- on your quarterly payment advice
- on your PIP annual confirmation statement
- on your WIP – Practice Stream quarterly

If you can't make your changes using HPOS, you must send us the relevant form at least 7 days before the next point in time date. We will only accept the current version of our forms. We won't accept old versions or forms with pages from different versions.

To download the current version of a form go to servicesaustralia.gov.au/hpforms

PIP Teaching Payment

We have updated the *Practice Incentives Program Teaching Payment claim form (IP006)* to make the certification requirements clearer. Changes include:

- moving the student details to question the university certification section
- providing a full page to record the sessions
- moving the student declaration to the declaration section.

Before submitting a *Practice Incentives Program Teaching Payment claim form (IP006)*, you must ensure the sessions meet the requirements of the Teaching Payment guidelines (the guidelines). The guidelines require the University Certification to take place before the teaching sessions commence. The form must be completed in the following order:

1. the University Certification must be completed before the first teaching session
2. the teaching session log must include the general practitioner's full name, signature and the number of sessions conducted each day
3. the student and practice declarations must be completed after the final teaching session. The date of the final teaching session is acceptable.

Teaching Payment claims not completed in this order may be ineligible. We can't pay ineligible claims.

Find out more

For more information about the PIP Teaching Payment, go to servicesaustralia.gov.au/PIP

To download the new

Thank you for your feedback regarding the *Practice Incentives Teaching payment claim* form (IP006).

We recently updated the Practice Incentives Teaching Payment claim form (IP006) **to address continuing issues with the submission of ineligible and incorrectly completed forms.** The updated layout clarifies the dating and information requirements for each party signing the form. **The changes were communicated to practices.**

In accordance with the Teaching Payment Guidelines, the university must complete the university certification section before the first teaching session occurs. Forms not certified by the university before the first teaching session may not be eligible for payment. This dating requirement has been in place since 1 August 2018.

The purpose of the university certification is for us to establish an agreement between the university and the practice to provide teaching sessions to the student named on the IP006. The dating requirements confirm the hosting arrangements were agreed to before the commencement of the sessions.

Certification of the individual sessions is the responsibility of the practice. The supervising GP signs to confirm each session was provided. After the final session, the student signs the declaration to confirm attendance on the dates shown. A practice owner or authorised contact signs the declaration to confirm the information contained in the claim is accurate. It is the responsibility of the practice to keep all pages of the form together and to submit their claims for payment.

To minimise rejection of old forms, a three month grace period is allowed after publication of a new version. For the IP006 form only, a decision has recently been made to extend the grace period to 6 months, provided the lodged version was current at the date of university certification.

We will accept the previous version of the IP006 up to 31 October 2023 where:

- The university certification was completed and signed prior to 1 May 2023
- The form meets all other eligibility requirements for the Teaching Payment.

Downloading the IP006 on a regular basis will ensure the most current version of the form is always in use. It is the responsibility of form users to ensure they are using the current published version of all Incentives forms.

Regards

Xxxx xxxxx, Program Officer

Provider Engagement | Incentive Programs Delivery

Health Zone South

Health Service Delivery Division

Changes to Practice Process



phn
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How does this affect you if you currently have a student on placement? (Block 4 Final Years GU and Bond currently out)

If you are currently hosting a final year student, the old PIP form that has been supplied by the GCPHN to the student and the practice will need to be replaced with the new form Services Australia has issued (attached IP006-2305). Specifically, the student will be provided with an updated form (pages 2 to 4 only) that has been certified by the University and includes the student name and student ID. Please note, the practice is responsible for completing page 1 of the form as only pages 2 to 4 have been provided to the student.

NOTE: Any sessions completed by the student in the past week will need to be reflected in the new form as the old form will not be accepted by Services Australia as of 1st August 2023.

On completion of the current placement, it is very important that the practice manager/delegate meets with the student on the final day of placement and ensures:

- All teaching sessions attended have been recorded correctly on page 3 of the form by the GP who has hosted the student.
- The student has signed and dated section 13 of the form on page 4.
- The practice has completed section 14 of page 4 of the form.
- Pages 2 to 4 of the form are photocopied and provide to the student so that they can submit to the university confirming placement.
- The practice will then need to insert their completed page 1 of the form along with completed pages 2 to 4 for submission to Services Australia

How does this affect you if you have a Student Placement scheduled from 1 August 2023 onwards?

All medical students attending placement will be provided with a student and university specific certified and populated **Services Australia PIP Teaching Payment Form (IP006)** pages 2 to 4 to take with them to placement.

On completion of the placement, it is very important that the practice manager/delegate meets with the student on the final day of placement and ensures:

- All teaching sessions attended have been recorded correctly on page 3 of the form by the GP who has hosted the student.
- The student has signed and dated section 13 of the form on page 4.
- The practice has completed section 14 of page 4 of the form.
- Pages 2 to 4 of the form are photocopied and provide to the student so that they can submit to the university confirming placement.
- The practice will then need to insert their completed page 1 of the form along with completed pages 2 to 4 for submission to Services Australia of follow their standard PRODA process of uploading the form.

What the student needs to do



We have consulted with both Griffith University and Bond University on the distribution of the forms to students.

The below process outlines what this process will be:

All medical students attending placement will be provided with an updated student and university specific certified and populated **Services Australia PIP Teaching Payment Form (IP006)** pages 2 to 4 to take to placement.

This form will be provided to the student prior to their placement by their respective University.

For each day a student attends placement, the student will ensure all teaching sessions attended are recorded on page 3 of the form and signed by your GP Supervisor(s). This must be completed for every session attended.

On completion of the placement, it is very important that the student arranges a time to meet with the practice manager/delegate on the final day of placement and ensures:

- All teaching sessions are recorded on page 3 of the form and signed by the GP Supervisor (s)
- Section 13, page 4 of the form is signed by the student
- The student ask's the practice to complete section 14 of page 4 of the form
- The student get's a photocopy of pages 2 to 4 of the form for their records
- The student leave's the original pages 2 to 4 of the form with the practice manager/delegate

Questions ??????????



Q. What happens if the student turns up without their copy of the teaching payment form?

A. Please contact the Clinical placements team and we will follow up with the universities and arrange for a new form to be sent across to the practice and the student.

Q. What if we forget to meet with the student on the last day of placement and we do not have a copy of the form?

A. Please contact the Clinical placements team and we follow up with the student and make sure a copy of the completed form is provided to the practice.





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