



Practice Incentives Program Indigenous Health Incentive and Pharmaceutical Benefits Scheme Co-payment Measure practice application

Purpose of this form

Complete this form to apply for the Practice Incentives Program (PIP) Indigenous Health Incentive. This form is only to be used by practices and Indigenous health services already registered for the PIP.

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 humanservices.gov.au/hpos

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

Filling in this form

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

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**.

For more information

Go to humanservices.gov.au/pip

If you need assistance completing this form, email 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.

Practice details

1 Practice ID

2 Practice name

3 Australian Business Number (ABN)

4 Full practice address – main practice address

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

Building name

Unit Suite Shop Floor number

Street number

Street name

Suburb

State Postcode

5 Practice phone number

Practice fax number

Practice email

Eligibility requirements

- 6 Does your practice agree to:
- seek consent to register your eligible Indigenous patients who have, or are at risk of, chronic disease with us in order to access support through the PIP Indigenous Health Incentive and the Pharmaceutical Benefits Scheme (PBS) Co-payment Measure, **and**
 - establish and use a mechanism to make sure your Indigenous patients, **aged 15 years and over** with a chronic disease, are followed up (e.g. through the use of a recall and reminder system, or staff actively seeking out their patients to make sure they return for ongoing care)?

No Your practice is **not eligible** for this incentive.
Yes

- 7 Does your practice agree to annotate PBS prescriptions for Indigenous patients with, or at risk of, chronic disease in the approved manner for the PBS Co-payment Measure?

If your practice is eligible to participate in the special PBS supply arrangements under section 100 of the *National Health Act 1953* for remote area Aboriginal Health Services, select **N/A** for your response.

No Your practice is **not eligible** for this incentive.
Yes
N/A

- 8 Does your practice agree to ensure that at least 2 staff members from your main practice location and each practice branch, one of whom must be a general practitioner (GP), will undertake appropriate cultural awareness training **within 12 months** after signing on for the incentive?

Refer to the ***Practice Incentives Program Indigenous Health Incentive Guidelines*** for more information. Practices under the management of an Aboriginal Board of Directors, or a committee comprising predominately Aboriginal community representatives **do not** need to meet the cultural awareness training requirement. If this is the case, select **N/A** for your response.

No Your practice is **not eligible** for this incentive.
Yes
N/A

Privacy notice

- 9 Your personal information is protected by law (including the *Privacy Act 1988*) and is collected by the Australian Government Department of Human Services for the purposes of the Practice Incentives Program (PIP).

Your personal information will be disclosed to the Australian Government Department of Health 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 the Department of Human Services, 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 the Department of Human Services will manage your personal information, including our privacy policy, at **humanservices.gov.au/privacy**

Declaration

10 I declare that:

- I will adhere to the eligibility requirements for the Practice Incentives Program Indigenous Health Incentive as set out in the guidelines.
- I will advise the Australian Government Department of Human Services of any changes to my arrangements **at least 7 days** before the relevant point-in-time date.
- the information I have provided in this form is complete and correct.

I understand that:

- if the Australian Government Department of Human Services is not informed of any changes to my arrangements, incentive payments may be reduced or recovered and the practice's eligibility for the Practice Incentives Program may be affected.
- if all questions are not completed, this form cannot be processed and will be returned to the practice.
- the Australian Government Department of Health 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 period of 6 years.
- I may be required to provide information to the Australian Government Department of Health as evidence of the practice's compliance with the Practice Incentives Program Indigenous Health Incentive.
- if I cannot provide information, as requested by the Australian Government Department of Health, to enable the Australian Government Department of Health to establish the practice's compliance with the Practice Incentives Program Indigenous Health Incentive, I acknowledge that past Practice Incentives Program payments may be recovered and that future payments may be suspended or ceased.
- giving false or misleading information is a serious offence.

Authorised contact person's full name

Authorised contact person's signature

Date