

# Practice Incentives Program COVID-19 Vaccine General Practice Incentive Guidelines

Effective April 2021

The Practice Incentives Program (PIP) COVID-19 Vaccine General Practice Incentive supports PIP eligible general practices participating in Australia's COVID-19 Vaccine National Rollout to provide continuity of care and deliver two doses of a COVID-19 vaccine to their patients.

## About the COVID-19 Vaccine General Practice Incentive

The Australian Government is committed to providing all Australians with access to safe and effective COVID-19 vaccines. In order to be fully vaccinated, an individual must receive two doses of a COVID-19 vaccine given at the appropriate dosing schedule.

The first-dose will be administered following a first-dose assessment service if the patient is assessed as being suitable to receive the vaccine on clinical grounds. The second-dose of the same vaccine will be administered following a second-dose assessment service if the patient is assessed as being suitable to receive the second-dose of the vaccine on clinical grounds.

The COVID-19 Vaccine General Practice Incentive encourages continuity of care and appropriate follow-up by providing a payment to PIP eligible general practices on the basis that a patient has received both a first-dose and second-dose assessment service for a COVID-19 vaccine at the same practice in a clinically appropriate timeframe.

## Eligibility

To be eligible to receive the COVID-19 Vaccine General Practice Incentive, a general practice must:

- be approved for the Practice Incentives Program (PIP);
- be accredited as a general practice against the Royal Australian College of General Practitioners (RACGP) *Standards for general practices* (the Standards);
- maintain PIP eligibility for the entire payment quarter, including the point-in-time date to be eligible for the quarterly payment – the point-in-time date is the last day of the month before the next PIP quarterly payment;
- have been authorised by the Australian Government Department of Health (Health) to administer COVID-19 vaccines to patients; and
- have completed COVID-19 vaccination training for the safe management and administration of COVID-19 vaccines.

For the payment to be made, the following criteria must be satisfied:

- be the first PIP eligible practice to process a first-dose and a second-dose assessment service to the same patient at the same practice;
- assessment services must have been successfully processed, i.e. have been billed to Medicare and all MBS requirements must have been fulfilled; and
- vaccine doses must occur within the timeframes approved by the Therapeutic Goods Administration (TGA) and consistent with advice provided by the Australian Technical Advisory Group on Immunisation (ATAGI).

## Payments and requirements

The COVID-19 Vaccine General Practice Incentive is paid quarterly.

PIP eligible practices will receive \$10 for each patient who has received both a first-dose and second-dose assessment service at the same practice. A maximum of one incentive payment is payable per patient.

Your practice will be eligible for payment on successful processing by Services Australia of the second-dose assessment service for a patient.

General Practitioners claiming assessment services must be linked to the main or additional PIP practice location.

A Rural Loading does not apply for the COVID-19 Vaccine General Practice Incentive.

Payments cannot be made in relation to patients who have received a first-dose and second-dose assessment service at a practice that was not registered to participate in the PIP.

The COVID-19 temporary MBS items are not counted for the purposes of the Standardised Whole Patient Equivalent (SWPE) calculations.

## Applying

You do not have to apply for this incentive if your practice is already participating in the PIP.

If your practice is not participating in the PIP, you can apply:

- online through Health Professional Online Services (HPOS) at [servicesaustralia.gov.au/hpos](https://servicesaustralia.gov.au/hpos) using your Provider Digital Access (PRODA) account.
  - Read more about PRODA including how to create an account at [servicesaustralia.gov.au/proda](https://servicesaustralia.gov.au/proda)
- By faxing a completed Practice Incentives application form (IP001) to **1300 587 696**.
  - Go to [servicesaustralia.gov.au/hpforms](https://servicesaustralia.gov.au/hpforms) to download the form.

## Obligations

Your practice must:

- keep documentary evidence of the assessment services and vaccine course provided to patients;
- give information to the Department of Health and Services Australia for the ongoing audit process to verify that the practice has met eligibility requirements;
- make sure any information given to the Department of Health and Services Australia is correct;
- tell us about changes to practice arrangements within 7 days of the change, or at least 7 days before the point-in-time date.

## Rights of review

### Explanation of a decision

You may want an explanation if you don't understand a decision or payment you've received. You can ask for an explanation of a decision or payment at any time by calling Services Australia on **1800 222 032** (call charges may apply).

### Review of decision

The PIP has a review of decision process for program decisions.

To ask for a review of a decision, the authorised contact person or owners of the practice must complete the [Practice Incentives Review of decision form \(IP027\)](#). The completed form must be submitted to us within 28 days of the decision.

The Australian Government will review the decision and let you know the outcome in writing.

## Audits

The Department of Health conducts audits of PIP practices each year to ensure practices are meeting the requirements outlined in these Guidelines. This may include a review of practice documentation. If requested, practices must provide evidence to support their eligibility for payments.

For the purpose of the audits, practices must retain practice documentation for 6 years. Payments may be recovered if a practice is unable to provide evidence to verify that it meets the eligibility requirements or substantiate claims.

## For more information

**Online:** [servicesaustralia.gov.au/pip](https://servicesaustralia.gov.au/pip)

**Email:** [pip@servicesaustralia.gov.au](mailto:pip@servicesaustralia.gov.au)

**Call:** 1800 222 032 (call charges may apply).

## **Disclaimer**

These Guidelines are for information purposes and provide the basis upon which PIP payments are made. While it is intended that the Australian Government will make payments as set out in these Guidelines, the making of payments is at its sole discretion. The Australian Government may alter arrangements for the PIP at any time and without notice. The Australian Government does not accept any legal liability or responsibility for any injury, loss or damage incurred by the use of, reliance on, or interpretation of the information provided in these Guidelines.