



Enhanced Primary Care - Medicare Benefits Items



DEVELOPING PROFORMAS FOR ENHANCED PRIMARY CARE (EPC) MEDICARE ITEMS

General practitioners must keep a written record of a health assessment, a care plan and a report of the outcomes of a case conference. The patient must be offered a copy of the record. This is to ensure the service is properly provided and is a requirement for Medicare benefits to be made. Practitioners may find the easiest way to ensure these requirements are met is by using an appropriate proforma suited to their needs.

The Royal Australian College of General Practitioners developed proformas for health assessments, care plans and case conferencing. Many Divisions of General Practices have used these proformas as a guide in developing their own proformas tailored to the needs of GPs in their Divisions.

Proformas developed for local requirements should support practitioners in the delivery of EPC services and enable them to meet the requirements for the Items. Provided below are checklists covering the basic elements that should be included in proformas for the EPC Items. If one or more of these basic elements are not present on a proforma, then the proforma will not assist a GP to meet the Medicare requirements for the relevant item. To support best practice in the delivery of EPC services, proformas may usefully include optional elements eg recording of carer details, to ensure all the needs of the patient are considered.

CASE CONFERENCE PROFORMA CRITERIA

Proformas used for EPC case conferencing should include:

- Reminder to check for previous care conferences (less than five in last 12 months) ☐
- Patient's name ☐
- Patient's consent to case conference and sharing of information with other service providers ☐
- Start and finish time and names of participants ☐
- Patient's medical history ☐
- Assessment of patient's multidisciplinary care needs ☐
- Identify outcomes that need to be achieved by members of the case conference team ☐
- Identify health and care tasks needed to achieve outcomes and allocate tasks to members of the team ☐
- Review date ☐
- Outcomes discussed with patient ☐
- Patient (and patient's carer, if appropriate and with the patient's agreement) to be offered a summary of the case conference. ☐
- Carer details (if patient has a carer) ☐