

# **Aged Care Guidelines**

## **For GPs working in Aged Care Homes and Supported Residential Services**

### **Index**

#### **1. Aged Care Homes**

- a) Admissions to ACH
- b) Comprehensive Medical Assessment (CMA) – Initial
- c) Comprehensive Medical Assessment – Annual
- d) Preparation Residential Medication Management Review (RMMR)
- e) Care Plans etc and other claimable services in ACHs

#### **2. Supported Residential Services (Special Accommodation Homes)**

- a) Admissions to SRS/SAH
- b) GP Management Plans
- c) GP Team Care Arrangements
- d) Annual Health Assessment
- e) HMMR's (Also known as DMMR's)
- f) Case Conferencing

#### **3. Templates / Tools**

- a. Doctors Admission Worksheet
- b. CMA Template
- c. Medicare Item No.'s used in servicing ACH's & SRS's
- d. Template for GP Management & Team Care Plan
- e. Government DMMR Referral Form (use for RMMR)
- f. Glossary of abbreviations
- g. Web Site Resources

## Section 1 - Aged Care Homes

---

*(Includes nursing homes & hostels)*

### a) Admitting Patient to ACH

When admitting a patient, allow enough time to: take history, examination, document medications, record allergies and some social history.

Record these details either on hard copy ('Doctors Admission Worksheet' attached which may assist with this) and transfer as computer entry later, or if there is a computer available at the ACH or you carry a laptop, record directly onto the computer. If the attached paper copy is used, ask the ACH to photocopy (copy for ACH and copy for GP).

This process will take approximately 40 minutes and you should cost this as a level C or D visit (**Item 43 or 51**).

**NOTE:** A good history documented on computer makes future management, preparation of specialist referrals, CMA's, Referrals for RMMR's and hospital transfers etc VERY EASY.

### b) Preparation of Initial CMA – Item 712

Do 4-6 weeks after admission, when you will have a better understanding and knowledge of the patient.

Review the information you have recorded on computer – history/medications/allergies/vaccinations etc and amend and update if necessary.

Print out Patient Summary.

Inform ACH that you intend to come to do a CMA and arrange a time with the DoN or appropriate Nursing staff.

Ask the ACH to record the patients weight, test urine and identify the name of guardian/power of attorney and record on CMA forms you have supplied to the ACH. (Proforma of recommended CMA form is attached for your use).

Visit ACH and examine patient and record information on CMA form. Keep a copy of the CMA for yourself; you can Scan it into your notes, or save as a hard copy. Give a copy of the CMA and Medical Summary to the ACH.

Claim Item No. 712

## Section 1 – Aged Care Homes

---

*(Includes nursing homes & hostels)*

### c) **Yearly CMA – Item 712**

A yearly CMA can be done if patient's condition has changed. (See list of reasons for patient change on CMA proforma).

Prepare the CMA by following steps as per Preparation of Initial CMA – making sure to update your computer record with the changed medications/conditions etc.

Notify the ACH of intention to visit and request assistance. Try to do several patients at one time. This should take approximately 15-20 minutes with each patient at the facility.

**NOTE:** Remember, Item 712 will be rejected by HIC if it has been done in the previous 12 months. You can check with HIC to establish if another Dr has conducted a CMA on that resident at a previous ACH within 12 months.

### d) **Preparation of RMMR**

Print out medical summary +/- copy of CMA. Request that ACH pharmacist conducts the RMMR by: Checking which pharmacist has been doing the ACH's annual RMMR (Most ACH's are doing these). Ask when the next RMMR is due for your patient(s)?

For patients who have RMMR's due soon, request RMMR by sending pharmacist a referral form (use DMMR form and label RMMR - can be found in Medical Director and a copy is attached) together with medical summary and/or a copy of the CMA.

When pharmacist has completed his RMMR, he will send details to you for your comments. Enter your comments on pharmacist's plan as your report. Make a copy and give to the pharmacist or post it to them. Claim **Item No. 903** for RMMR.

### g) **Care Plans & Case Conferences**

It is possible to claim case conferencing and contribution to care plan item no's as well, for meetings between nursing staff, pharmacist and GP.

**Contribution to a Team Care Plan at ACH Item 731.** Can be claimed 3 monthly. Allows access to allied health and dental care.

**Organise & Coordinate a Case Conference in ACH Items 734, 736, 738** (Time based - see attachment)

**Participate in a Case Conference in ACH Items 775, 778, 779** (Time based - see attachment)

## Section 2 – Special Accommodation Homes (SAH / SRS)

---

These facilities are not in receipt of Federal Funds and are not ACH's, therefore different item numbers must be claimed. For instance, CMA's are not able to be undertaken in these facilities; yet, a Health Assessment (Item 702) may be undertaken and claimed for if the resident is over 75 years of age. Care Plans (Items 720/724) can be undertaken up to 1/11/05, but are replaced by management plans and team care plans (Items 721, 723, 725, 727) after 1/7/05.

### a) Admissions to SAH/SRS

On first visit take a history and enter data into computer (refer to procedure for ACH and use ACH admission sheet proforma if you wish). **Claim Item 38 or 48**

### b) GP Management Plans

Item 721

At a later date, say 2 months after admission, when you know the patient better and have a past medical history and have made contact with Case workers etc, prepare a GP Management Plan (**Item 721**) if criteria are met.

A review of GP Management Plan (**Item 725**) can be done 3 monthly.

**Note:** The copy of the GP Management Plan serves as a medical summary for special accommodation homes and is good for referrals, hospital transfers etc.

### c) GP Team Care Arrangements

Items 723 (Preparation of Team Plan) and Item 727 (Review of Team Plan) both can apply in SRS/SAH. Items 721 & 723 are usually claimed on the same date, as can review items 725 & 727 (at a later date).

### d) Annual Health Assessment

Item 702 can be prepared yearly if patient is over 75 years of age. Do not submit on the same date as a care plan item or consultation item.

### e) HMMR (DMMR)

Any patient a GP considers to be at risk or has concerns about medications, can have a HMR/DMMR. (Item 900) (Request this through patient's pharmacist who does HMR/DMMR's)

## Section 2 – Special Accommodation Homes (SAH / SRS)



## Attachment C

### Commonly Used Item No's and Fees in ACHs and SRSs

Item no.	Description
13	VR Visit Level A <b>SRS</b>
25	VR Visit Level B <b>SRS</b>
38	VR Visit Level C <b>SRS</b>
48	VR Visit Level D <b>SRS</b>
20	VR Visit Level A <b>ACH</b>
35	VR Visit Level B <b>ACH</b>
43	VR Visit Level C <b>ACH</b>
51	VR Visit Level D <b>ACH</b>
5026/5046/5064	VR <b>After Hours</b> Visits <b>SRS</b> Levels B,C,D
5028/5049/5067	VR <b>After Hours</b> Visits <b>ACH</b> Levels B,C,D
1	Emergency Visit After Hours (not 11pm – 7am)
601	Emergency Visit After Hours (11pm – 7am)
712	Comprehensive Medical Assessment (CMA) in <b>ACH</b>
702	Annual Health Check (over 75 / 55ATSI) in <b>SRS</b>
731	Contribution to a Care Plan in <b>ACH</b>
721	GP Management Plan (can be done in <b>SRS</b> but not ACH)
724	Review GP Management Plan (in <b>SRS</b> )
723	GP Team Care Arrangements (can be done in <b>SRS</b> but not ACH)
727	Review GP Team Care Arrangements (in <b>SRS</b> )
900	HMMR (can be done in <b>SRS</b> but not ACH)
903	RMMR (can be done in <b>ACH</b> but not SRS)
734/736/738	Organise Case Conference <b>ACH</b> 15-30/30-45/>45 mins respectively
775/778/779	Participate in Case Conf. <b>ACH</b> 15-30/30-45/>45 mins respectively.
740/742/744	Organise Case Conference <b>SRS</b> 15-30/30-45/>45 mins respectively.
759/762/765	Participate in Case Conf. <b>SRS</b> 15-30/30-45/>45 mins respectively.

The derived fee is calculated based on the no. of patients seen – up to 7.

#### NOTES:

All the above items are “non referred attendance items” and as such attract 100% of the schedule fee. Repeat fees for all items are 115% of schedule fee.

Items 1 & 601 are for ‘emergency’ attendance after hours. If a second patient is seen following the first ‘emergency’ AH visit at the same address, then a 50—number should be used at the derived fee.

Non VR Item No's apply to correspond to items 13,25,38,48,20,35,43,51 and all the AH 5000 numbers. Please see Medicare Benefits Schedule Book for these non VR item no's.

Item 730 (Contribution to a Care Plan in ACH) still exists but will disappear 1/11/05 and is replaced by item 731 from 1/7/2005. Item no's 720/725 (Care Plan & Review Care Plan) can be done in SRS but disappear 1/11/05 and are replaced by 721/725/723/727.

10990/10994 – or VA MT99 should be added to all bulk billed items if patient is on the appropriate card.

Some of the above item no's e.g. Items 1 & 601, Item 702, Management Plans, Case Conferencing, HMMR's are not restricted to ACF's or SRS's, and can be used in the general community.

## Attachment F

### Glossary of Abbreviations

<b>RACF</b>	<b>Residential Aged Care Facility</b>
<b>ACH</b>	<b>Aged Care Home</b>
<b>SAH</b>	<b>Special Accommodation Home</b>
<b>SRS</b>	<b>Supported Residential Service</b>
<b>CMA</b>	<b>Comprehensive Medical Assessment</b>
<b>RMMR</b>	<b>Residential Medication Management Review</b>
<b>HMR</b>	<b>Home Medicines Review</b>
<b>DMMR</b>	<b>Domiciliary Medication Management Review</b>
<b>GPMP</b>	<b>GP Management Plan</b>
<b>TCA</b>	<b>Team Care Arrangements</b>

## Attachment G

### Web Site Resources for Aged Care

[www.dddgp.com.au](http://www.dddgp.com.au) / Resources / Aged Care

<b>Aged Care</b>	<b>Format</b>
<a href="#">Aged Care Program Page</a> Overview of the Divisions Aged Care Program & Activities	link
<a href="#">Aged Care Book Catalogue</a> Resources available for loan / or for clinic	pdf
<a href="#">RACGP Silver Book - Medical Care of Older Persons in Residential Aged Care Facilities 3rd Edition</a>	pdf
<b>After Hours Tools (from After Hours Working Group)</b>	
<a href="#">Staff checklist</a> - Aged Care Home Staff checklist prior to phoning GP/Locum/000	word
<a href="#">Incident Tracking</a> - Template - Monitoring trends in After Hours Calls	word
<a href="#">Falls Prevention Flow Chart</a> - Procedures to follow in the event of a fall	word
<a href="#">GP After Hours Information</a> - Template - To provide ACH with up to date information	word
<a href="#">ACH Residents Per GP Clinic</a> - Template - Ensures after hours calls are not duplicated	word
<b>AGNAS - Aged Care Program Newsletter (All editions)</b>	
<b>Communications Tools</b>	
<a href="#">Communication Protocol for Required Prescriptions - GP &amp; Pharmacist Responsibilities</a>	pdf
<a href="#">Basic Protocols for GPs working in Aged Care &amp; Special Accommodation Homes</a>	pdf
<b>Comprehensive Medical Assessments (CMA) Fact Sheet &amp; Templates</b>	
<a href="#">CMA Fact Sheet</a> - (requires <a href="#">Acrobat Reader</a> )	pdf
<a href="#">CMA Proforma</a> (paper based)	pdf
<a href="#">CMA Medical Director Template</a> (please read instructions for importing template prior)	rtf
<a href="#">Instructions for importing Medical Director CMA Template</a>	pdf
<a href="#">One Page CMA Template Designed by Comm. Protocol Working Group</a>	<b>doc</b>
<b>Education</b>	
Palliative Care Education Evening 2 <sup>nd</sup> February 2005 Presentations	
<a href="#">End of Life Issues</a>	pdf
<a href="#">Nausea &amp; Vomiting in Advanced Cancer</a>	pdf
Dementia Education Evening 3rd May 2005 Presentation	
<a href="#">All You Ever Wanted to Know About Dementia</a>	pdf
<b>GP Panel (Aged Care)</b>	
<a href="#">GP Panel Model</a>	pdf
<a href="#">List of Commonwealth Funded Facilities under Aged Care Panels Initiative</a>	pdf
<b>Medical Director in Aged Care Project</b>	
<a href="#">Instructions for printing long term drug charts from Medical Director</a>	word
<a href="#">Instructions for printing PRN or short term labels from Medical Director</a>	word
<a href="#">Instructions for importing and exporting into Medical Director at Aged Care Facilities</a>	word
<a href="#">Link to Compact Business Systems – Order of Labels</a>	link
<b>RMMRs</b>	
<a href="#">RMMR Checklist</a>	pdf
<a href="#">Flowchart (Shows RMMR Process)</a>	pdf
<a href="#">Sample RMMR Form</a>	pdf