

Nurse/Service Profile

<p>Qualifications and experience of owner and service providers:</p> <ul style="list-style-type: none"> ○ Business qualification & company structure (eg Pty Ltd, sole trader) ○ Nursing qualifications plus scope of practice/competency to perform assessments ○ Training on Medicare Item numbers. ○ Up to date with latest changes to Medicare legislation 	
<p>Available on request:</p> <ul style="list-style-type: none"> ○ Company's trading policy: Terms of reference, outline of roles/responsibilities and payment terms. ○ Professional indemnity & Public liability insurance (If nurse is a contractor then ANF insurance will not provide cover) ○ Privacy policy ○ Staff confidentiality agreements (especially when using multiple nurses) ○ Nursing registration up to date. ○ Police checks & references for nurses providing services. 	
<p>References from recent practices they have worked for in this capacity?</p>	

Range & Quality of Services Provided

<p>Health Assessment and Care Plan format/templates used. Do they meet all required criteria as per Medicare legislation?</p>	
<p>Provide samples of completed assessments and/or care plans for GPs.</p>	
<p>Does the referring GP receive a hard copy of the assessment or plan & when?</p>	
<p>Are ATSI assessments done where appropriate?</p>	
<p>Are GPMPs/Care Plans personalised or generic?</p>	
<p>Are Home Medicine Reviews available and how are they coordinated? Do they use the patient's normal pharmacy (Medicare requirement)?</p>	

Setup & Implementation

<p>What does the Practice have to do to set up the program? Is this clearly outlined/communicated to relevant staff?</p>	
<p>What is the role of the GP/practice staff when preparing to organise for the service: Who will check patient eligibility, obtain consent, book nurse appointments and GP appointments?</p>	
<p>Who organises GP appointments once the service has been completed by the nurse?</p>	
<p>Are GPs involved in all assessments and Care Plans (Medicare requirement)?</p>	
<p>Has OH&S been considered? Would you send a practice member into the house of the patient being assessed?</p>	

REMEMBER: THE PRACTICE OR GP IS RESPONSIBLE FOR COMPLIANCE TO MEDICARE ON ANY ITEM NUMBER CLAIMED.