

THE FEDERATION OF ORGANISATIONS OF PRIVATELY PRACTISING PSYCHOLOGISTS OF AUSTRALIA

Association of Private Practising Psychologists (Qld)
Australian College Of Private Consulting Psychologists (NSW,ACT)
Institute of Private Clinical Psychologists of Australia (WA)
Institute of Private Practising Psychologists (SA)
Australian College of Private Consulting Psychologists (VIC)
Association of Private Practising Psychologists (NT)
Australian College of Private Consulting Psychologists (TAS)

NATIONAL SCHEDULE
2003-2004

GUIDELINES FOR MEMBERS

THE FEDERATION EXECUTIVE: 2003-2004

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GUIDELINES FOR PSYCHOLOGISTS 2003-2004

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NATIONAL SCHEDULE OF SERVICES AND FEES 2004*

GUIDELINES FOR MEMBERS

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INTRODUCTION:

(a) RESPONSIBILITIES OF MEMBERS

Member organisations of PPA are bound by the Constitution and the Code of Ethics of their respective Professional Association as well as legal requirements under the respective State "Psychological Practices Act".

(b) DETERMINATION OF FAIR AND REASONABLE FEE

It is the responsibility of each psychologist to determine an appropriate fee.

(d) OBLIGATIONS UNDER THE TRADE PRACTICES ACT, GST, PRIVACY LEGISLATION

Please note that provisions of the relevant Acts apply to the conduct of Independent Psychological Private Practice and fee setting. For further information consult updates on IPPP web site or relevant federal organization.

(d) GAZETTED SCHEDULE

The NATIONAL SCHEDULE of Services and Fees was first published in 1986 and has been Gazetted in SA since 1994 for use by all psychologists when treating patients under the Workers Compensation Act. Private Health Funds (eg NRMA/SGIC also use the item numbers. See Encl: "Schedule of item numbers")

SECTION I: NOTES ON CONDUCTING OF PRIVATE PRACTICE

(a) GENERAL NOTES

Financial responsibility of the client: Clients or persons financially responsible for the client should be aware of their responsibility for the cost of their treatment.

(b) 'FACE TO FACE' CONSULTATIONS

For a charge to be made for a consultation the physical attendance of the psychologist for the entire period is necessary, with the exception of some of the items below.

(c) TELEPHONE/RADIO/TV /Internet video/Internet audio/ Internet text CONSULTATIONS

A fee for service also applies to telephone , radio, Internet consultation except Internet text consultation with the patient provided that appropriate item and description is clearly shown on the account.

(d) CONSULTATION WITH A PERSON OTHER THAN A PATIENT

Where consultation is with another party regarding a patient who is not physically present (e.g. a parent, spouse, etc. Appropriate item number, description of service and relationship of this person to patient must be included on the account.

(e) TRAVEL AND CANCELLATION CHARGES

Travel and cancellation charges may be made at the discretion of the psychologist and identified clearly on the account.

(f) USE OF PRACTICE PROVIDER NUMBER

1. Each Psychologist must have his/her own provider number.
2. If the account is submitted for a group practice, bills may be submitted under the group practice name but the name and provider number of the person providing the service must also be stated on the account.
3. If an individual Psychologist acts as a locum in the practice of another Psychologist, then the account may be submitted under the name and provider number of the principal of that practice. In addition, the name and provider number of the person providing the service must also be stated on the account.
4. If an individual Psychologist provides her/his own service from the consulting rooms of another Psychologist, then accounts should be submitted in the provider's own name and number.

(g) PROVISION OF ACCOUNTS TO CLIENTS

Although application to the insurance fund for a rebate is a matter between the patient and the respective fund, providing a clearly identifiable and accurate account would enable the client to obtain the correct benefit.

(h) RECOMMENDED ACCOUNT FORMAT

Accounts should include the following details:

- (i) Name and address of the Provider
- (ii) Item Number and description appropriate to the service rendered
(See National Schedule Summary p 6)
- (iii) Provider Number
- (iv) Date of service
- (v) Full name of patient
- (vi) Fee for service
- (vii) Status of account (paid or unpaid).

(i) Professional Indemnity: It is the responsibility of each practitioner to have adequate insurance cover.

SECTION II: MASTER SCHEDULE OF FEES AND SERVICES

(a) GENERAL NOTES

In the Schedule below professional services have been grouped into Parts according to the general nature of the service (i.e. group or individual therapy, assessment, etc.). It is a time-based Schedule and includes fees for consultations away from professional rooms (i.e. 'home visits', court appearances, work site assessment, etc.).

(b) USING AN ITEM NUMBER

As far as possible an item number clearly identifies a general type of service, duration and location of service (consulting rooms or elsewhere), and includes other relevant information (e.g. telephone consultation).

A single letter prefix is used to assist the client to identify the general nature of the service ('N' denoting non-compensable conditions - these may be eligible for private health fund rebates eg N0104, 'W' work related injury, and 'L' litigation, legal fees). This enables the client to apply for an appropriate rebate or compensation. Use of the prefix 'N' or 'W' implies that, in the psychologist's opinion, the service rendered to the client fits within the guidelines issued by private health funds or the provision of Workers Compensation/Workcover Legislation. (see encl). Please note that some services (ie vocational assessment, sport psychology, internet consultation) do not attract private health fund rebate and prefix 'N' must not be used.

(c) CHARGES FOR FAMILY THERAPY (SA only)

The following amendments have been made after consultation with the major health funds:

If a family is seen together for the whole time each individual is billed as a member of a family group (item numbers 'N 0172').

Where one or more members of the family are seen separately for part of the consultation, each individual should be billed for the specific time they were seen alone, plus a proportional share of the time spent in joint consultation (i.e. item numbers N 0101 through to N 0125).

(e) MEDICAL REFERRALS

Although a referral by a medical practitioner is required by some private health funds an appropriate fee for services rendered is applicable, irrespective of a medical referral or whether private health fund rebates apply.

SECTION III: TABLE OF CURRENT ITEMS

(a) GENERAL NOTES

The Master Schedule below contains all items in current use as well as some items yet to be negotiated with the health funds. The Federation and state Associations maintain regular contact with the insurance funds regarding private practice, fees and ethical issues. Please use the items from the National Schedule as recommended below. Where it is unclear as to which prefix to use, please use the appropriate item number (without prefix) from the Master Schedule and include detailed description of the service rendered.

(b) PSYCHOLOGICAL SERVICES NOT PART OF THE SCHEDULE

Psychological services not listed below should be clearly identified on the account. If there is an item that you feel should be included in the National Schedule of Services, please contact the Secretary of PPA or Editor of this Schedule.

(c) Psycho-Legal Issues. See Encl: Psycho-legal Agreement 2002.