



Pre activity: Bulk Billing Practice Incentive Payment (BBPIP) Practice Readiness Checklist

This BBPIP Practice Readiness Checklist is for practices that plan to register for BBPIP (from 1 November 2025). Consider each of these steps to inform your planning and prepare your practice for BBPIP.

PLANNING AREA	TASKS TO DO
Step 1 Planning your transition and registration	☐ Understand the requirements of participating in BBPIP to inform your practice's participation here ☐ Use the Bulk Billing Incentives Calculator to estimate if your practice will benefit from joining BBPIP. Your practice can register interest in participating in BBPIP before 1 November 2025 using the EOI form ☐ Document your change plan – Contact CHN at primarycare@chnact.org.au for support. ☐ Plan team roles in the transition according to staff skills, interests and position ☐ Have a 'change team meeting' and communicate upcoming changes to the team. Ensure all GPs at the practice are prepared to bulk bill all eligible services to comply with BBPIP requirements ☐ As a team, plan key activities and timelines in the lead up to 1 November 2025, and beyond. Plan your start date for BBPIP, register in the Organisation Register from 1 November 2025, and ensure your practice bulk bills every eligible service from your BBPIP start date.
Step 2 Prepare your team	☐ Discuss with your wider team what is changing and why ☐ Get staff ideas and feedback on proposed change plans ☐ Plan regular meetings of the change team to track progress ☐ Communicate progress regularly with your practice team (e.g. noticeboard, email, group chat, meetings) ☐ Discuss the upcoming changes with your stakeholders (for example, other services you refer to).
Step 3 Review your signage & advertising	☐ Do a stocktake of existing signage and advertising material for the practice ☐ Review your practice website, phone messages, and patient information and update to include bulk billing information ☐ Register as a fully bulk billing practice in the National Health Services Directory (NHSD). Find information about how to register on NHSD here ☐ Ensure your practice is ready to comply with signage and advertising requirements of BBPIP
Step 4 MyMedicare, accreditation and systems check	To be eligible for MyMedicare, general practices must provide Medicare services and be registered with: ☐ Provider Digital Access (PRODA) – access information about PRODA registration here ☐ Health Professional Online Services (HPOS) – access information about HPOS registration here ☐ The Organisation Register – more information about the Org Register here ☐ If you have never registered in PRODA and HPOS before, there is a sequence of steps you must follow to register for these systems; Step by Step guide 20191219_How-to-register-for-a-PRODA-account-manual.pdf or Step by step guidance to register, setup and maintain PRODA Healthy North Coast ☐ The National General Practice Accreditation Scheme. Non-accredited practices will have 12 months to gain accreditation through a registered accreditation agency from the date they register in MyMedicare as a practice. * Practices <i>not already</i> registered in MyMedicare will have a time-limited exemption from accreditation requirements if they wish to register with MyMedicare and participate in BBPIP.
Step 5 Raise patient awareness	☐ Consider patient messaging (consider 'What's in it for them?') ☐ Identify any services your practice may not bulk bill, and develop communication for patients (e.g. procedural items, non-GP items, diagnostic items). BBPIP Practices must bulk bill all eligible services. ☐ Train reception staff in MyMedicare and Bulk Billing messaging ☐ MyMedicare patient communication (Communications Bundle posters/ social tiles for MyMedicare) ☐ Invite patients to identify your practice as their preferred practice for ongoing care by registering for MyMedicare (using their MyGov or the registration form). MyMedicare is voluntary for patients. Ensure your MyMedicare registration processes incorporate informed consent (MyMedicare patient FAQ's)
Step 6 Check in, review and celebrate	☐ What is needed to embed the planned changes? What data will you use to monitor progress? ☐ Update processes, workflows, position descriptions and policy and procedures manuals ☐ Plan your practice's next steps and schedule review points to: 1) check your progress, 2) identify any changes you need to make, and 3) celebrate success with your team!