

# 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                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1:</b><br>Planning your transition and registration | Understand the requirements of participating in BBPIP to inform your practice's participation <a href="#">here</a>                                                                                                                                                                                             |
|                                                             | Use the Bulk Billing Incentives <a href="#">Calculator</a> 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 <a href="#">EOI form</a>                                                               |
|                                                             | Document your change plan                                                                                                                                                                                                                                                                                      |
|                                                             | Plan team roles in the transition according to staff skills, interests and position                                                                                                                                                                                                                            |
|                                                             | Have a 'change team meeting' and <a href="#">communicate upcoming changes</a> to the team. Ensure all GPs at the practice are prepared to bulk bill all <a href="#">eligible services</a> 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 <a href="#">Organisation Register</a> from 1 November 2025, and ensure your practice bulk bills every <a href="#">eligible service</a> from your BBPIP start date. |
| <b>Step 2:</b><br>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).                                                                                                                                                                                                                |
| <b>Step 3:</b><br>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 <a href="#">National Health Services Directory</a> (NHSD). Find information about how to register on NHSD <a href="#">here</a>                                                                                                                                |
|                                                             | Ensure your practice is ready to comply with signage and advertising requirements of BBPIP                                                                                                                                                                                                                     |

| Planning area                                                 | Tasks to do                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 4:</b><br>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 <a href="#">here</a>                                                                                                                                                                                                                                                                                                                                                     |
|                                                               | Health Professional Online Services (HPOS) – access information about HPOS registration <a href="#">here</a>                                                                                                                                                                                                                                                                                                                                           |
|                                                               | The Organisation Register – more information about the Org Register <a href="#">here</a>                                                                                                                                                                                                                                                                                                                                                               |
|                                                               | 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 <a href="#">20191219_How-to-register-for-a-PRODA-account-manual.pdf</a> or Step by step guidance to register, setup and maintain PRODA   Healthy North Coast                                                                                                                                     |
|                                                               | The <a href="#">National General Practice Accreditation Scheme</a> . 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.<br><br>* Practices <i>not already</i> registered in MyMedicare <b>will have a time-limited exemption</b> from accreditation requirements if they wish to register with MyMedicare and participate in BBPIP. |
| <b>Step 5:</b><br>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 <a href="#">all eligible services</a> .                                                                                                                                                                                                                          |
|                                                               | Train reception staff in MyMedicare and Bulk Billing messaging                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                               | MyMedicare patient communication ( <a href="#">Communications Bundle posters/ social tiles for MyMedicare</a> )                                                                                                                                                                                                                                                                                                                                        |
|                                                               | Invite patients to identify your practice as their preferred practice for ongoing care by registering for <a href="#">MyMedicare</a> (using their <a href="#">MyGov</a> or the <a href="#">registration form</a> ). MyMedicare is voluntary for patients. Ensure your MyMedicare registration processes incorporate informed consent ( <a href="#">MyMedicare patient FAQ's</a> )                                                                      |
| <b>Step 6:</b><br>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!                                                                                                                                                                                                                                                                              |