

# Educate

learn | power | excel



Bp Learning

GET COVID-19 VACCINATION READY

**BP PREMIER—BEINTHEKNOW**



Bp Premier



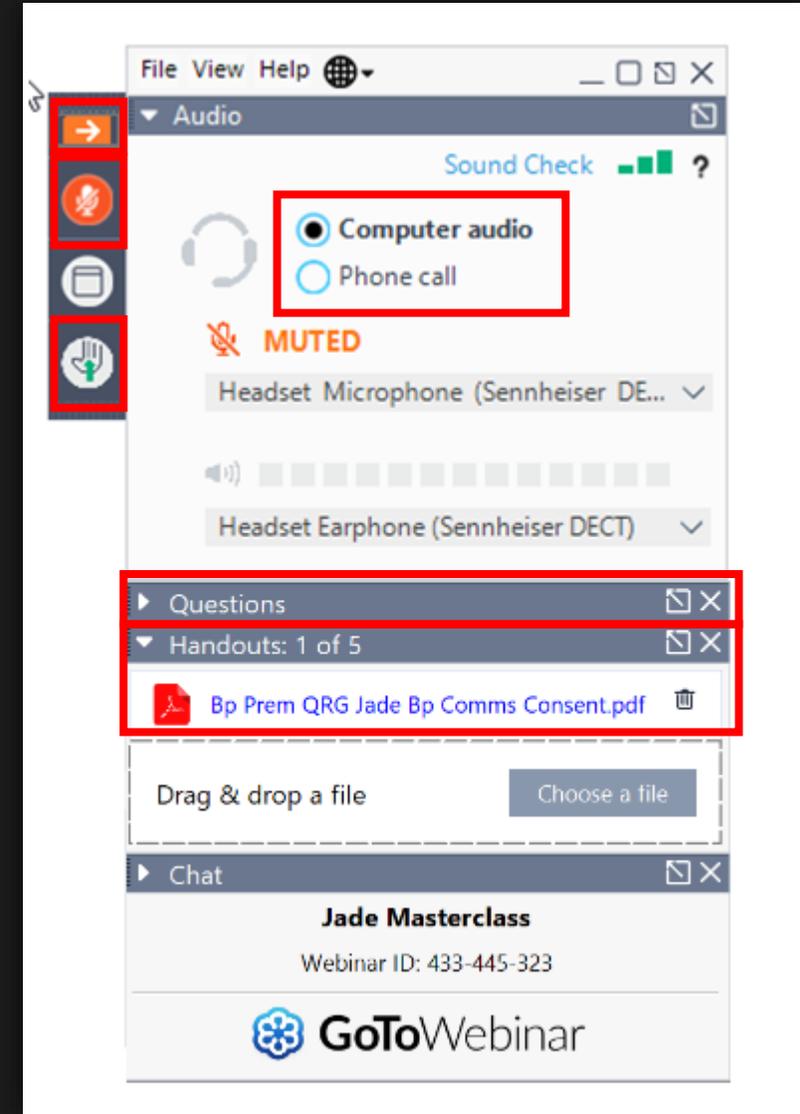
Best Practice  
An evolution in medical software

# Housekeeping



## About GoToWebinar...

- ✓ All participants are muted
- ✓ You can raise your hand by clicking the hand icon
- ✓ You can swap audio options if your internet is causing the sound to drop out
- ✓ You can download handouts by clicking on the document. A separate window will open
- ✓ You can ask a question at any time using the Questions tab. They will be answered at the conclusion of the webinars and collated into the FAQ document on the Knowledge Base
- ✓ To collapse the GoToWebinar interface click the orange arrow
- ✓ If your screen and sound don't match you may have some lag in your internet



# Session Outline



## What are we covering in this session?

- ✓ Overview of Phase 1B
- ✓ Setting up your Practice
- ✓ Patient Screening
- ✓ Patient Bookings
- ✓ Recording Vaccinations
- ✓ Billing Procedures
- ✓ Reporting
- ✓ Resources



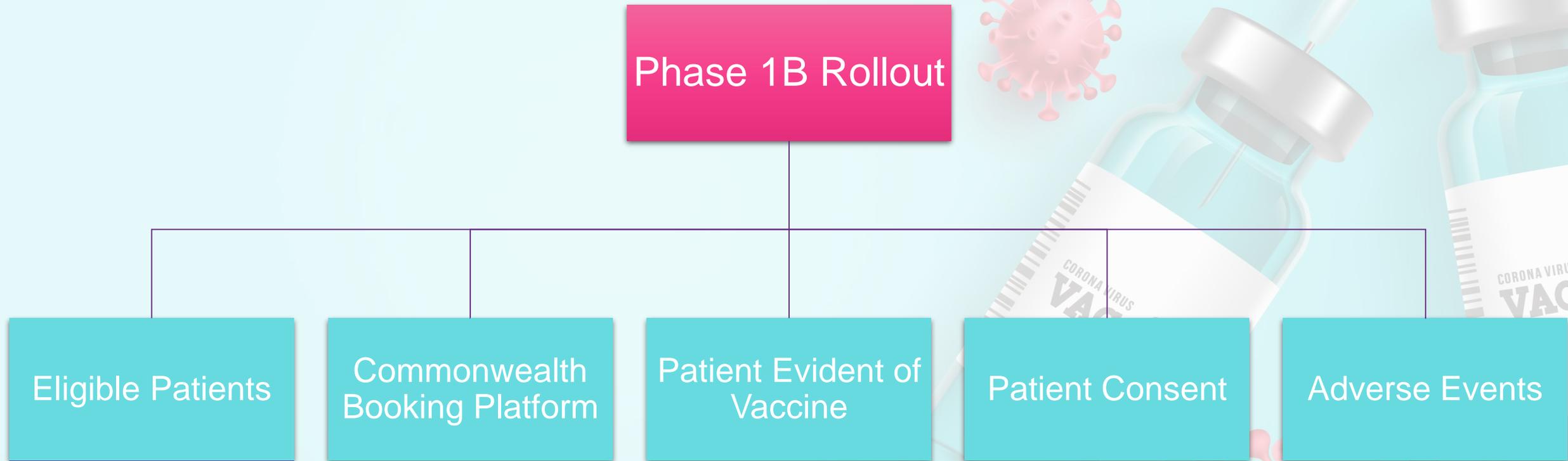
# Overview of Phase 1B



# Phase 1B COVID-19 Vaccine roll out (1)



What are the components of the roll out



# Phase 1B COVID-19 Vaccine roll out (2)



## Who is Eligible?

COVID-19 Vaccinations are only available to eligible Phase 1B patients:

- ✓ people 70 years of age or older
- ✓ other health care workers
- ✓ Aboriginal and Torres Strait Islander people 55 years or older
- ✓ people with an underlying medical condition, including people with a disability
- ✓ critical and high risk workers



# Phase 1B COVID-19 Vaccine roll out (3)



## How can patients book an appointment?

- ✓ The **Commonwealth Booking Platform** is designed to help patients get an appointment for a vaccine as easily and safely as possible
- ✓ Patients will complete Vaccine Eligibility Checker
- ✓ If identified as eligible, the patient uses the Services Finder
- ✓ COVID-19 Vaccine Immunisation centres can be found on the existing Health Direct Services Finder
- ✓ Appointment bookings can be made for location via current Online Booking System
- ✓ Alternatively, use contact information to contact location directly

COVID-19  
VACCINATION

Use the [Vaccine Eligibility Checker](#) to find out when it might be your turn to get vaccinated against COVID-19.

healthdirect  
Free Australian health advice you can count on.

Home | Health topics A-Z | Medicines | Symptom checker | Service finder | Search our site

Find a health service

By Service | By Name

Services

- GP (General practice)
- COVID-19 Services
- Pharmacy
- Emergency Departments
- Hospitals
- Dentists
- Physiotherapy
- Counselling
- Psychology
- Dermatology
- Podiatry
- Chiropractic

OTHER SERVICES

Book appointment:  
Next Available Booking: TODAY 12:15

HotDoc Book Now

Contact:  
Ph: 07 53 [redacted] (call to check availability)

# Phase 1B COVID-19 Vaccine roll out (4)



How can patients access evidence of their vaccination?



medicare Home Make a claim My card My details History and statements Services Contact us myGov

Welcome [redacted]

Last login 16 March 2021 at 10:24 AM AEDT

You have no tasks or notifications

### Medicare claims

Start a new claim for Medicare benefits.  
[Make a claim](#)

My paid claims [View claims history](#)

| Date       | Provider name | Cost to claimant | Benefit paid | Total cost |
|------------|---------------|------------------|--------------|------------|
| 17/02/2021 | [redacted]    | \$31.25          | \$38.75      | \$70.00    |
| 10/02/2021 | [redacted]    | \$0.00           | \$5.10       | \$5.10     |
| 10/02/2021 | [redacted]    | \$0.00           | \$25.55      | \$25.55    |

### Services

My details  
Have you changed your address or bank details?  
[Update now](#)

Immunisation history  
Find out what immunisations we have recorded.  
[View statement](#)

Organ donation  
You are not registered for organ donation.  
[View preferences](#)

Safety Net threshold  
Out of pocket costs: \$62.50  
Safety Net threshold: \$2,184.30  
[View balance](#)

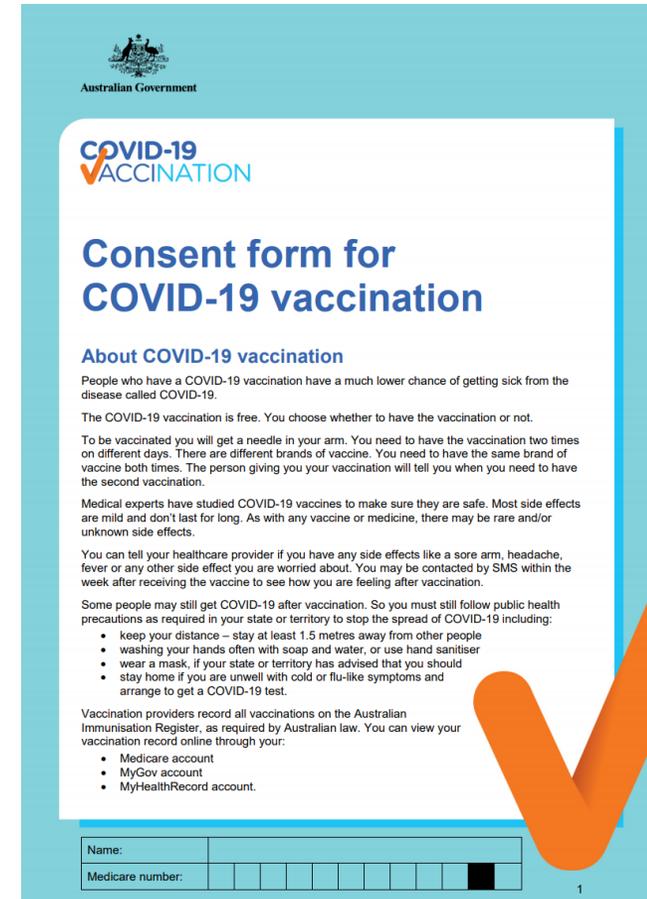
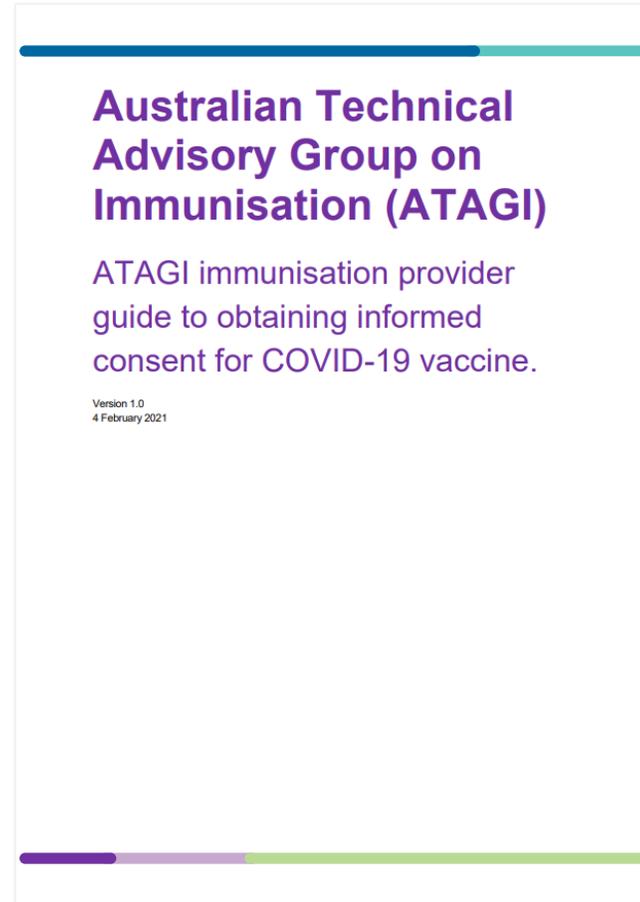


# Phase 1B COVID-19 Vaccine roll out (5)



## How is patient consent recorded for the COVID-19 Vaccination?

- ✓ Informed consent is required before administering each COVID-19 vaccine dose and providers should ensure that this is documented as per standard practices
- ✓ Verbal or written consent is acceptable



# Phase 1B COVID-19 Vaccine roll out (6)



## How should I report adverse reaction events?

- ✓ Standard adverse event reporting practices and processes should be followed
- ✓ This includes reporting to the Therapeutic Goods Administration (TGA), as well as any relevant jurisdiction reporting requirements

 Australian Government  
Department of Health

### Medicare Support for COVID-19 Vaccinations

#### Who is eligible to provide a COVID-19 vaccination to a patient who has been assessed as suitable?

- A vaccination provided to a patient who has received a vaccination suitability assessment service can be provided by a GP or suitably qualified health professional who is appropriately qualified and trained to provide an immunisation to the patient. This includes having completed any mandatory Commonwealth training associated with the delivery of COVID-19 vaccination services.
- Note: Under these arrangements, a vaccination may be provided by an endorsed enrolled nurse employed by a general practice where the endorsed enrolled nurse:
  - is also under the supervision of a registered nurse; and
  - has completed mandatory COVID-19 training.

#### What do the new arrangements mean for GPs?

- The GP must be present at the location at which the vaccine suitability assessment service is undertaken, and subsequent vaccination of the patient, and must accept full responsibility for the service. This includes any time in which the patient is under observation for adverse reactions following the administration of a vaccine.
- If a patient is assessed as being suitable to receive a COVID-19 vaccine, it is expected the vaccine would be administered to the patient a short time after the assessment, on the same day.
- The vaccine suitability assessment may include a short patient history, and limited examination and management, where this is clinically relevant.
- In line with recommended clinical practice, patients receiving a vaccine must be observed for a period of time after vaccination to ensure there is no immediate adverse reaction.
- Note: General practices are expected to have adequate resources on hand to manage adverse reactions to a vaccine.

#### How will the new MBS COVID-19 vaccine suitability assessment items be billed?

- The MBS COVID-19 vaccine suitability assessment items can only be billed to Medicare by the GP.
- For the service to be valid one, a COVID-19 vaccine must be available for immediate delivery to a patient who is assessed as suitable.
- The rebate for a **first dose** service is higher than the rebate for a **second dose** service.
- This difference recognises that GPs and suitably qualified health professionals may need to spend more time obtaining the patient's consent and providing information about the vaccine before delivering the first dose.
- As advised in the Expression of Interest for participation in Phase 1B of the COVID-19 vaccine roll-out, MBS rebates for the vaccine suitability assessment services are based on the equivalent Level A general attendance items available to GPs and other medical practitioners working in a general practice setting. Bulk billing incentives (double for dose one, single for dose two) are also incorporated into the value of the items.

Medicare Benefits Schedule  
MBS COVID-19 Vaccine Suitability Assessment Service – Factsheet  
MBS Online  
Last updated – 26 February 2021

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# Setting up your Practice



# Setting up your Practice



## What options do I have to prepare my Practice?

- ✓ Install Data Update
- ✓ Setting up a COVID-19 Location
- ✓ Add Dedicated Users
- ✓ Add an Appointment Type
- ✓ Adjust Appointment Length
- ✓ Use Appointment Book Layouts
- ✓ Add Reminder Reasons
- ✓ Pre-record Vaccine Batch Details



# Install Data Update



## How do I update the new COVID-19 MBS Item Numbers & Vaccine Types?

**Login**



User:

Password:

Location:

Start in:

Product: Bp Premier  
Version: Saffron Edition  
Build No: 1.11.0.924  
Site ID: 99989  
**Drug database: March 2021**

### Data Updates

Best Practice Software recommends users update their version of Bp Premier with the latest data, featuring the most up to date PBS, MIMS drug database, medication, template and fee data.

To determine the last update that has been installed: Open Bp Premier > Click the Help menu > Select About > Check Last Drug Update

Data Update: Data Update – Incremental – March 2021

Data Update: Data Update – Comprehensive – February 2021

### MBS COVID-19 VACCINE SUITABILITY ASSESSMENT ITEMS

| MBS Item Number | Dose and Time Period         | Modified Monash Area |
|-----------------|------------------------------|----------------------|
| 93624           | First Dose – Business Hours  | 1                    |
| 93625           |                              | 2 to 7               |
| 93626           |                              | 1                    |
| 93627           |                              | 2 to 7               |
| 93634           | First Dose – After Hours     | 1                    |
| 93635           |                              | 2 to 7               |
| 93636           |                              | 1                    |
| 93637           |                              | 2 to 7               |
| 93644           | Second Dose – Business Hours | 1                    |
| 93645           |                              | 2 to 7               |
| 93646           |                              | 1                    |
| 93647           |                              | 2 to 7               |
| 93653           | Second Dose – After Hours    | 1                    |
| 93654           |                              | 2 to 7               |
| 93655           |                              | 1                    |
| 93656           |                              | 2 to 7               |

# Setting up a COVID-19 Vaccination Location



## How can I use multiple locations?

- ✓ Did you know Bp Premier supports practices with multiple locations that share a Bp Premier server and patient database?
- ✓ This could be an option for larger vaccination clinics / GPRC
- ✓ Key points to be mindful of:
  - Minor IDs
  - Provider numbers
  - Medicare Certificates for Online Claiming
  - Appointment Book setup
  - New provider sessions
  - Default appointment times
  - Financial Reporting

The screenshot displays the Bp Premier software interface for setting up a COVID-19 Vaccination Location. It consists of three overlapping windows:

- Practice details:** This window is the background layer. It contains fields for 'Practice name' (Best Practice Free Clinic), 'ABN Number' (1111111111), 'VSP Number' (123456), and 'Health Identifier'. There are also checkboxes for 'Evaluation only' and input fields for 'Site ID Number' and 'Licence Code'.
- Location details:** This window is in the foreground. It contains fields for 'Location' (COVID-19 Vaccine Clinic), 'Address 1' (1 Best Avenue), 'Address 2', 'City/Suburb' (Bundaberg), 'Postcode' (4670), 'Phone' (0744444444), 'A/H Phone' (0444444444), 'Fax' (0744444445), 'Practice E-mail' (bestpracticeclinic@bpsoftware.com.au), 'ABN', 'LSP Number', 'Minor ID' (BPS00000), 'Medicare Certificate E-mail', and 'SMS Alpha Tag' (BestHealth). There is also a checkbox for 'Rural/Remote Area' and a button for 'Attach HeSA Certificates'.
- Select Location:** This is a smaller window in the foreground. It displays a list of locations: Bundaberg Clinic, Coral Cove Clinic, Childers Clinic, and COVID 19 Vaccine Clinic. It has 'Select' and 'Cancel' buttons at the bottom.

Green arrows indicate the flow of data and focus: one arrow points from the 'Practice name' field in the 'Practice details' window to the 'Location' field in the 'Location details' window, and another arrow points from the 'Practice E-mail' field in the 'Location details' window to the 'Select Location' window.

# Add Dedicated Users



How can I add a dedicated User?

**New user**

Title: [dropdown]  
Usual location: Bundaberg Clinic

First name: COVID 19  
Surname: Vaccination  
Category: **Resource**

Home phone: [text]  
Mobile phone: [text]  
Pager: [text]  
Email: [text]  
Qualifications: [text area]

Inactive

Add

**New user**

Title: [dropdown]  
Usual location: Bundaberg Clinic

Provider No.: [text]   
Prescriber No.: [text]  
Registration No.: [text]  
Health Identifier: [text]   
CPD No.: [text]

Full time  Part time  Locum

Vocationally registered  DVA LMO  
 Has appointments  Send appointment notices via App  
 Has accounts ABN No.: [text]  
 Requires a referral for Medicare billing

Default account type: Direct Bill  
Default Item No.: [text]

Make notes confidential



Faster booking process



Easier billing tracking

COVID 19 Vaccination 09/03/2021

- ⚠ Reuben Dean - COVID 19 Vaccination
- ⚠ Samantha "Sam" Sprint - COVID 19
- ⚠ Steven Fields - COVID 19 Vaccination
- ⚠ Leda Hardison - COVID 19 Vaccination
- ⚠ Merlin Adkins - COVID 19 Vaccination
- ⚠ Dino Kelly - COVID 19 Vaccination

# Add Dedicated Users (2)



How can I use a dedicated User in Appointment Book?

Book in 1<sup>st</sup> Dose appointment

| Time     | COVID-19 1st Dose 15/03/2021     | COVID-19 2nd Dose 15/03/2021    |
|----------|----------------------------------|---------------------------------|
| 7:45 am  |                                  |                                 |
| 8:00 am  |                                  |                                 |
| 8:15 am  |                                  |                                 |
| 8:30 am  | Kathleen Costello - Immunisation |                                 |
| 8:45 am  |                                  | Rose Bishop - Immunisation      |
| 9:00 am  | Dianne Taylor - Immunisation     | Reuben Dean - Immunisation      |
| 9:15 am  | Hazel Taylor - Immunisation      | Brittany Alberts - Immunisation |
| 9:30 am  |                                  | Leda Hardison - Immunisation    |
| 9:45 am  | Barbara Sprint - Immunisation    | Esme Hinton - Immunisation      |
| 10:00 am |                                  | Leonard Bryant - Immunisation   |
| 10:15 am | Chaminda Hines - Immunisation    |                                 |
| 10:30 am |                                  |                                 |
| 10:45 am | Farrah Eason - Immunisation      |                                 |
| 11:00 am |                                  |                                 |
| 11:15 am | Olive Trevascus - Immunisation   |                                 |
| 11:30 am |                                  |                                 |
| 11:45 am |                                  |                                 |
| 12:00 pm |                                  |                                 |
| 12:15 pm |                                  |                                 |

# Add Dedicated Users (3)



How can I use a dedicated User in Appointment Book?

Jump ahead  
10-12 weeks in  
calendar

| Time     | COVID-19 1st Dose 15/03/2021     | COVID-19 2nd Dose 15/03/2021    |
|----------|----------------------------------|---------------------------------|
| 7:45 am  |                                  |                                 |
| 8:00 am  |                                  |                                 |
| 8:15 am  |                                  |                                 |
| 8:30 am  | Kathleen Costello - Immunisation |                                 |
| 8:45 am  |                                  | Rose Bishop - Immunisation      |
| 9:00 am  | Dr. T. ...                       | Reuben Dean - Immunisation      |
| 9:15 am  | H. ...                           | Brittany Alberts - Immunisation |
| 9:30 am  |                                  | Leda Hardison - Immunisation    |
| 9:45 am  | B. ...                           | Esme Hinton - Immunisation      |
| 10:00 am |                                  | Leonard Bryant - Immunisation   |
| 10:15 am | Chaminda Pines - Immunisation    |                                 |
| 10:30 am |                                  |                                 |
| 10:45 am | Farrah Eason - Immunisation      |                                 |
| 11:00 am |                                  |                                 |
| 11:15 am | Olive Trevascus - Immunisation   |                                 |
| 11:30 am |                                  |                                 |
| 11:45 am |                                  |                                 |
| 12:00 pm |                                  |                                 |
| 12:15 pm |                                  |                                 |

Book in 2<sup>nd</sup> Dose  
appointment

Use SMS  
Appointment  
Reminders

Add Bp  
Comms SMS  
Template

Add  
automated  
Appointment  
Reminder  
Schedule

# Add an Appointment Type



How do I create a specific Appointment Type?

➤ Select **Setup > Configuration > Lists**

| Appointment type   | Length | Deleted |
|--------------------|--------|---------|
| Acupuncture        | 15mins | No      |
| Antenatal visit    | 15mins | No      |
| Assist             | 1hr    | No      |
| Care Plan          | 30mins | No      |
| Cervical screening | 15mins | No      |

Description: COVID 19 Vaccination

Length: 15mins

Icon: [Warning icon]

| Appointment type     | Length | Deleted |
|----------------------|--------|---------|
| Antenatal visit      | 15mins | No      |
| Assist               | 1hr    | No      |
| Care Plan            | 30mins | No      |
| Cervical screening   | 15mins | No      |
| COVID 19 Vaccination | 15mins | No      |

Dr Frederick Findacure 09/03/2021

- Jane Taylor - COVID 19 Vaccination
- Eliza Ivey - COVID 19 Vaccination
- Benissa Grady - COVID 19 Vaccination

# Appointment Length



## Can I adjust the COVID-19 Clinic Appointment Length?

Configuration

Start time: 8 a.m. End time: 6 p.m.

Appointment length: 5 minutes

Refresh interval: 15 seconds (minimum 15 seconds)

Minimum column width (pixels): 200  Use fixed minimum width

Default Daysheet layout:  Portrait  Landscape

Display Sunday in appointment window  Highlight row when Time column clicked

Pop up notes when making appointment  Pop up notes when creating account

Check the Health Insurance Fund expiry date  Display record icons

Pop up notes when creating account  Show Invoice icons

Colour booked appointments differently from unbooked

Allow users to open patient records from other user's appointment

Allow users to change the 'Booked by' name when making appointment

Show Cancellation list when an appointment is cancelled

Include Inactive patients when making an appointment

Require a reason when cancelling an appointment

Display appointment type icons in Appointment book and Waiting room

Don't display appointment icon on standard appointments

Automatically show attendance status on appointment book

Appointment Book layout

**Waiting room**

Show uncompleted appointments in Waiting room when opened

Allow patients to be added directly to Waiting room

Allow patients to be added to Waiting room for 'Any doctor'

Save Cancel

Msg Queue

Messages

Messaging

Appointments

Appt Reminders

Billing

Account text

Invoice notes

Dialog Caption

The default appointment length is 5 minutes. Do you want to change the length of the doctor's sessions to the new length?

<< Day >> << Week >> << Month >> Next appointment Return to Today  Fit columns to page Unused messages: 999 SMS / 2499 App  Fixed column width Layout: Bundaberg Clinic

| Time     | COVID Clinic 12/03/2021        | Dr Ivor Cure 12/03/2021  | Dr Frederick Findacure 12/03/2021 |
|----------|--------------------------------|--------------------------|-----------------------------------|
| 8:15 am  |                                |                          |                                   |
| 8:20 am  |                                |                          |                                   |
| 8:25 am  |                                |                          |                                   |
| 8:30 am  |                                |                          | Kathleen Costello                 |
| 8:35 am  |                                |                          |                                   |
| 8:40 am  |                                |                          |                                   |
| 8:45 am  |                                |                          |                                   |
| 8:50 am  |                                |                          | Benjamin Carey - Immunisation     |
| 8:55 am  |                                |                          |                                   |
| 9:00 am  | Ashley Ackerman - COVID Clinic | Rhonda Ahern - Care Plan | Allan Clark                       |
| 9:05 am  |                                |                          |                                   |
| 9:10 am  |                                |                          |                                   |
| 9:15 am  |                                |                          |                                   |
| 9:20 am  |                                |                          |                                   |
| 9:25 am  |                                |                          |                                   |
| 9:30 am  |                                | Felix Adams              | Rose Bishop                       |
| 9:35 am  |                                |                          |                                   |
| 9:40 am  |                                |                          | Madeline Abbott                   |
| 9:45 am  |                                |                          |                                   |
| 9:50 am  |                                |                          | Raymond "Ray" Bartholomew         |
| 9:55 am  |                                |                          |                                   |
| 10:00 am |                                | Peta Taylor              | Maree Ackermann - Long appt.      |
| 10:05 am |                                |                          |                                   |
| 10:10 am |                                |                          |                                   |
| 10:15 am |                                | Shelley Sprint           |                                   |
| 10:20 am |                                |                          |                                   |
| 10:25 am |                                |                          |                                   |

# Appointment Book Layouts

## How can I use layouts in my Appointment Book?

The image shows two overlapping dialog boxes from a software interface. The background shows a calendar grid with a 'COVID' column highlighted in red. The 'Configuration' dialog box is on the left, and the 'Appointment Book layouts' dialog box is on the right.

**Configuration Dialog Box:**

- Start time: 8 a.m. End time: 6 p.m.
- Appointment length: 5 minutes
- Refresh interval: 15 seconds (minimum 15 seconds)
- Minimum column width (pixels): 200  Use fixed minimum width
- Default Daysheet layout:  Portrait  Landscape
- Checkboxes:
  - Display Sunday in appointment window
  - Highlight row when Time column clicked
  - Pop up notes when making appointment
  - Pop up notes when patient arrives
  - Check the Health Insurance Fund expiry date
  - Display record number on appointment
  - Pop up notes when creating account
  - Show Invoiced and Paid status on legend
  - Colour booked appointments differently from unbooked
  - Allow users to open patient records from other user's appointments
  - Allow users to change the 'Booked by' name when making appointments
  - Show Cancellation list when an appointment is cancelled
  - Include Inactive patients when making an appointment
  - Require a reason when cancelling an appointment
  - Display appointment type icons in Appointment book and Waiting room
  - Don't display appointment icon on standard appointments
  - Automatically show attendance status on appointment book
- Buttons: **Appointment Book layout** (highlighted), Save, Cancel

**Appointment Book layouts Dialog Box:**

- Layout: COVID (highlighted)
- GP's at all locations
- Nurses
- Buttons: Add, Edit, Delete

| Name           | Location                         |
|----------------|----------------------------------|
| COVID Clinic 1 | Bundaberg Clinic (Usual Locat... |
| COVID Clinic 2 | Bundaberg Clinic (Usual Locat... |
| COVID Clinic 3 | Bundaberg Clinic (Usual Locat... |

- Buttons: Add, Remove, Up, Down
- Text: Use the SHIFT key and the arrow keys to move providers up and down the list.
- Buttons: Save, Cancel

# Add Reminder Reason



How can I use reminders for COVID-19 2<sup>nd</sup> dose?

| Reminder reason                         | Type   |
|---|--------|
| 12mth Immunisation                      | Normal |
| 2mth Immunisation                       | Normal |
| 4-5y Immunisation                       | Normal |
| 4mth Immunisation                       | Normal |
| 6mth Immunisation                       | Normal |
| ADF Post Discharge GP Health Assessment | Normal |
| Asthma review                           | Normal |
| BP Check                                | Normal |

| Reminder type | Source   |
|---------------|----------|
| Normal        | Supplied |
| Path Tests    | Custom   |

| Name     | Size (mm) |
|----------|-----------|
| Name     | 50        |
| Reason   | 40        |
| Date Due | 20        |
| Doctor   | 45        |
| Phone    | 25        |
| ...      | ...       |



Reason: COVID 2nd Dose

Type: Normal

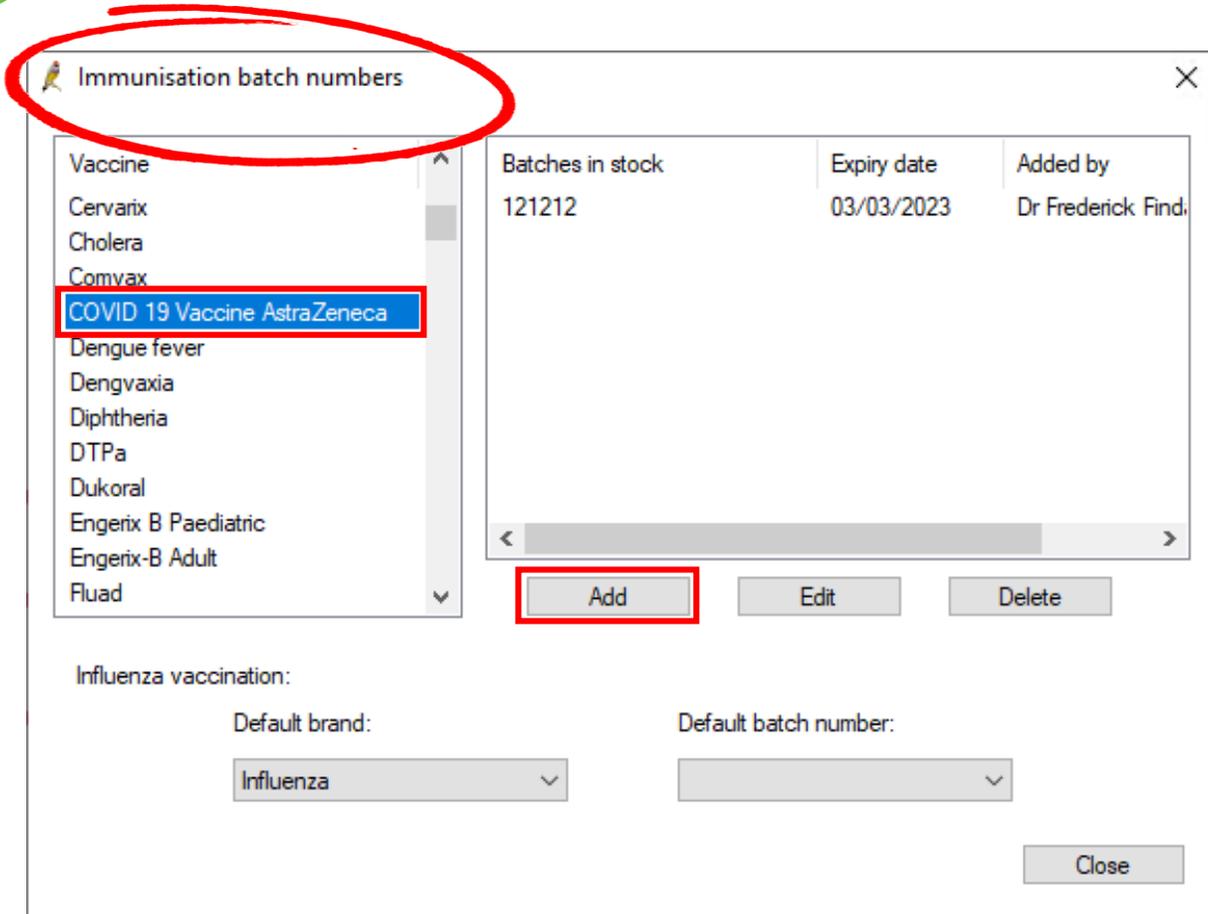
Clinically significant

Default interval: 10  Days  Weeks  Months  Years

Save Cancel

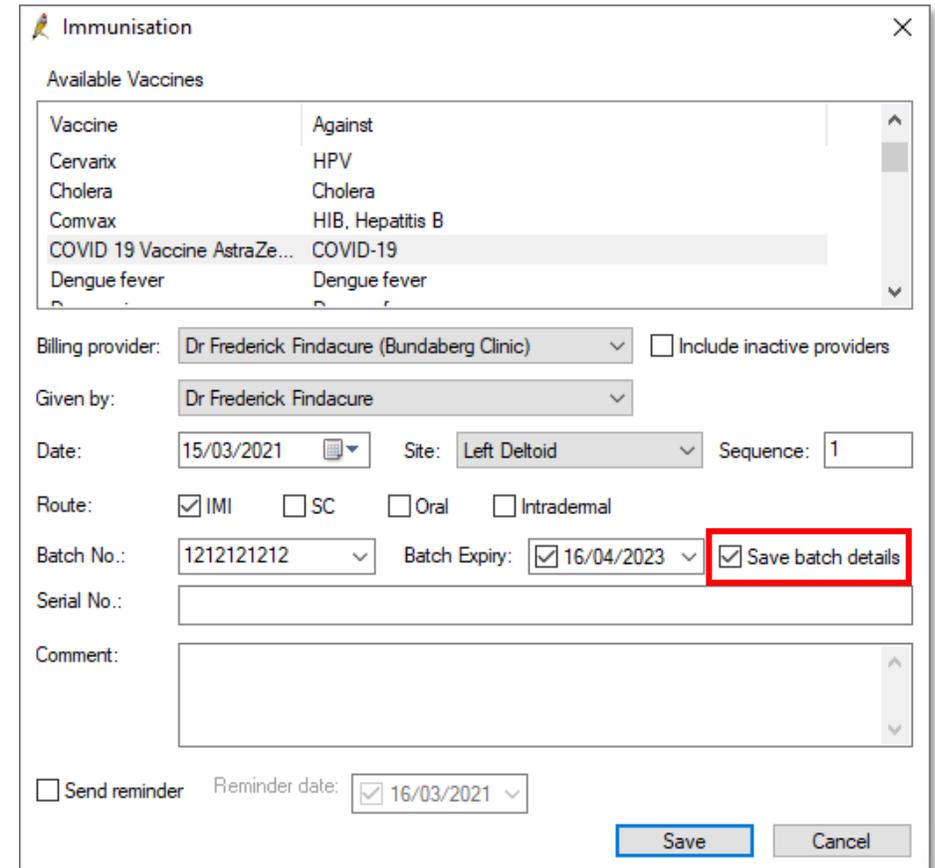
# Record COVID-19 Vaccine Batch Details

 How can I save my team time when recording immunisation batches?



The 'Immunisation batch numbers' dialog box features a list of vaccines on the left. 'COVID 19 Vaccine AstraZeneca' is highlighted with a red box. The main area contains a table with one row of data. Below the table are 'Add', 'Edit', and 'Delete' buttons, with 'Add' highlighted in red. At the bottom, there are fields for 'Default brand' (set to 'Influenza') and 'Default batch number', and a 'Close' button.

| Vaccine                      | Batches in stock | Expiry date | Added by             |
|------------------------------|------------------|-------------|----------------------|
| COVID 19 Vaccine AstraZeneca | 121212           | 03/03/2023  | Dr Frederick Find... |



The 'Immunisation' dialog box shows vaccine details and recording options. 'COVID 19 Vaccine AstraZeneca' is selected in the 'Available Vaccines' list. The 'Save batch details' checkbox is checked and highlighted with a red box. Other fields include 'Billing provider', 'Given by', 'Date', 'Site', 'Sequence', 'Route', 'Batch No.', 'Batch Expiry', 'Serial No.', 'Comment', and 'Send reminder'.

| Vaccine                      | Against  |
|------------------------------|----------|
| COVID 19 Vaccine AstraZeneca | COVID-19 |

# Patient Screening



# Patient Screening



## How does the patient complete pre-screening?

- ✓ Patient pre-screening can be completed via:
  - Patient using the [Vaccine Eligibility Checker](https://www.healthdirect.gov.au/vaccine-eligibility-checker) (healthdirect.gov.au)
  - Patient using an Online Appointment Vendor
  - Practice staff screening over the phone
  - As part of the consultation
- ✓ Vaccine Eligibility Checker will not be integrated with Bp Premier
- ✓ Maintained by the DoH as a singular source of truth
- ✓ Patients can use Vaccine Eligibility Checker to record interest in future phases



# Pre-screening Questionnaire Consent



## How is patient consent recorded for the COVID-19 Vaccination?

- ✓ Data collected by Vaccine Eligibility Checker is not available to practices
- ✓ Some Online Booking vendors may provide additional information to your Practice
- ✓ Patients can print out **Consent Form** and complete questionnaire

**How is the information you provide at your appointment used**

For information on how your personal details are collected, stored and used visit <https://www.health.gov.au/covid19-vaccines>.

**On the day you receive your vaccine**

Before you get vaccinated, tell the person giving you the vaccination if you:

- Have any allergies, particularly anaphylaxis (a severe allergic reaction) to a previous dose of a COVID-19 vaccine, to an ingredient of a COVID-19 vaccine, or to other vaccines or medications. An allergy is when you come near or in contact with something and your body reacts to it and you get sick very quickly. This may include things like an itchy rash, your tongue getting bigger, your breathing getting faster, you wheeze or your heart beating faster.
- If you are immunocompromised. This means that you have a weakened immune system that may make it harder for you to fight infections and other diseases. Sometimes a disease like diabetes or cancer can cause this or certain medicines or treatments you take, such as medicine for cancer.

| Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any serious allergies, particularly anaphylaxis, to anything?               |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had an allergic reaction after being vaccinated before?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a mast cell disorder?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had COVID-19 before?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a bleeding disorder?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you take any medicine to thin your blood (an anticoagulant therapy)?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a weakened immune system (immunocompromised)?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you pregnant or do you think you might be pregnant?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you breastfeeding?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been sick with a cough, sore throat, fever or are feeling sick in another way? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you had a COVID-19 vaccination before?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have received any other vaccination in the last 14 days?                                |

Please talk to your doctor if you have any questions or concerns before getting your COVID-19 vaccination.

|                  |  |
|------------------|--|
| Name:            |  |
| Medicare number: |  |

2

Australian Government

**COVID-19 VACCINATION**

## Consent form for COVID-19 vaccination

**About COVID-19 vaccination**

People who have a COVID-19 vaccination have a much lower chance of getting sick from the disease called COVID-19.

The COVID-19 vaccination is free. You choose whether to have the vaccination or not.

To be vaccinated you will get a needle in your arm. You need to have the vaccination two times on different days. There are different brands of vaccine. You need to have the same brand of vaccine both times. The person giving you your vaccination will tell you when you need to have the second vaccination.

Medical experts have studied COVID-19 vaccines to make sure they are safe. Most side effects are mild and don't last for long. As with any vaccine or medicine, there may be rare and/or unknown side effects.

You can tell your healthcare provider if you have any side effects like a sore arm, headache, fever or any other side effect you are worried about. You may be contacted by SMS within the week after receiving the vaccine to see how you are feeling after vaccination.

Some people may still get COVID-19 after vaccination. So you must still follow public health precautions as required in your state or territory to stop the spread of COVID-19 including:

- keep your distance – stay at least 1.5 metres away from other people
- washing your hands often with soap and water, or use hand sanitiser
- wear a mask, if your state or territory has advised that you should
- stay home if you are unwell with cold or flu-like symptoms and arrange to get a COVID-19 test.

Vaccination providers record all vaccinations on the Australian Immunisation Register, as required by Australian law. You can view your vaccination record online through your:

- Medicare account
- MyGov account
- MyHealthRecord account.

|                  |  |
|------------------|--|
| Name:            |  |
| Medicare number: |  |

1

# Pre-screening Assessment in your Practice



## What is required when billing for Pre-screening Assessment?

- ✓ Practices must ensure that patients meet pre-screening eligibility criteria
- ✓ MBS Item No: **93624**
- ✓ Professional attendance by a general practitioner for the purpose of assessing a patient's suitability for the first dose of a COVID-19 vaccine if all of the following apply:
  - a) one or both of the following is undertaken, where clinically relevant:
    - I. a short patient history
    - II. limited examination and management
  - b) the patient is eligible for a COVID-19 vaccine

**Use Autofill Templates  
to assist with recording  
in Today's Notes**

# Handling Patients who are not your Regular Patients



How can I manage records of patients who are not our regular patients?

- ✓ Be mindful of adding new patients
- ✓ May impact PIP Incentive reporting and payments
  - Short patient history intake form
  - Use **Record No** field or **Appointment Notes**
    - Tag patient as COVID
    - Searchable within database

**Edit patient**

Title: Mr. Health Identifier: [ ] Lookup

Family name: Kelly HI Status: [ ]

Given name: Dino Medicare No. 6950103912 IRN: 1 Expiry: 12/28

Middle name: G Pension/HCC No.: [ ] Expiry: 16/03/2021

Preferred name: Dino Pension card type: [ ]

Date of Birth: 29/05/1974 Age: 46 yrs DVA No.: [ ] Conditions [ ]

Birth Sex: Male Safety Net No.: [ ]

Gender Identity: [ ] Record No.: COVID| Patient ID: 82

Pronouns: [ ] Usual provider: Dr Frederick Findacure [ ] Drs only

Ethnicity: [ ]

Address Line 1: 13

Address Line 2: [ ]

City/Suburb: Ro

Postal Address: [ ]

City/Suburb: [ ]

Home phone: [ ]

Mobile phone: 04

E-mail: [ ]

Consents to: [ ]

Opt Out De-Identified Data Extraction

Update address of all family members

Update address of all currently at original address

\* These name fields are used for Health Identifier lookups.

Next of kin: [ ] Set

Emergency contact: [ ] Set

Occupation: [ ] Set

Health Care Home: Nil 16/03/2021 HCH

eScript Token: [ ]

Registered for CTG PBS Co-payment relief

Inactive  Deceased

Date of death: 16/03/2021 Cause [ ]

Referral details Bank account

Medicare/DVA eligibility check

Created By: Practice Last Updated By: Practice

Created On: 25/05/2018 Last Updated On: [ ]

Save Cancel

# Patient Booking



# Patient Bookings



## How will the Online Booking Process work?

- ✓ Commonwealth Booking Platform operated by Health Direct
- ✓ Up to **11** existing online booking platforms will be integrated with Health Direct Services Finder (HDSF)
- ✓ Patients can still elect to book directly with your Practice or via your Practice website
- ✓ Practices may be listed on Health Direct Services Finder with a phone number only – if you don't have an Online Booking vendor
- ✓ So, if you don't have an existing online booking system, the DoH has engaged Health Engine to deliver a free platform for Practices participating in the 1B rollout
- ✓ May be beneficial validating with Health Direct who your preferred booking vendor is for COVID vaccinations.



# Patient Bookings



## Can I choose which appointments can be booked?

- ✓ Consider which appointment timeslots to make available for online bookings
- ✓ You do not have to make all your standard appointments available for COVID vaccination bookings
- ✓ Provide your configurations details to your Online Booking vendor



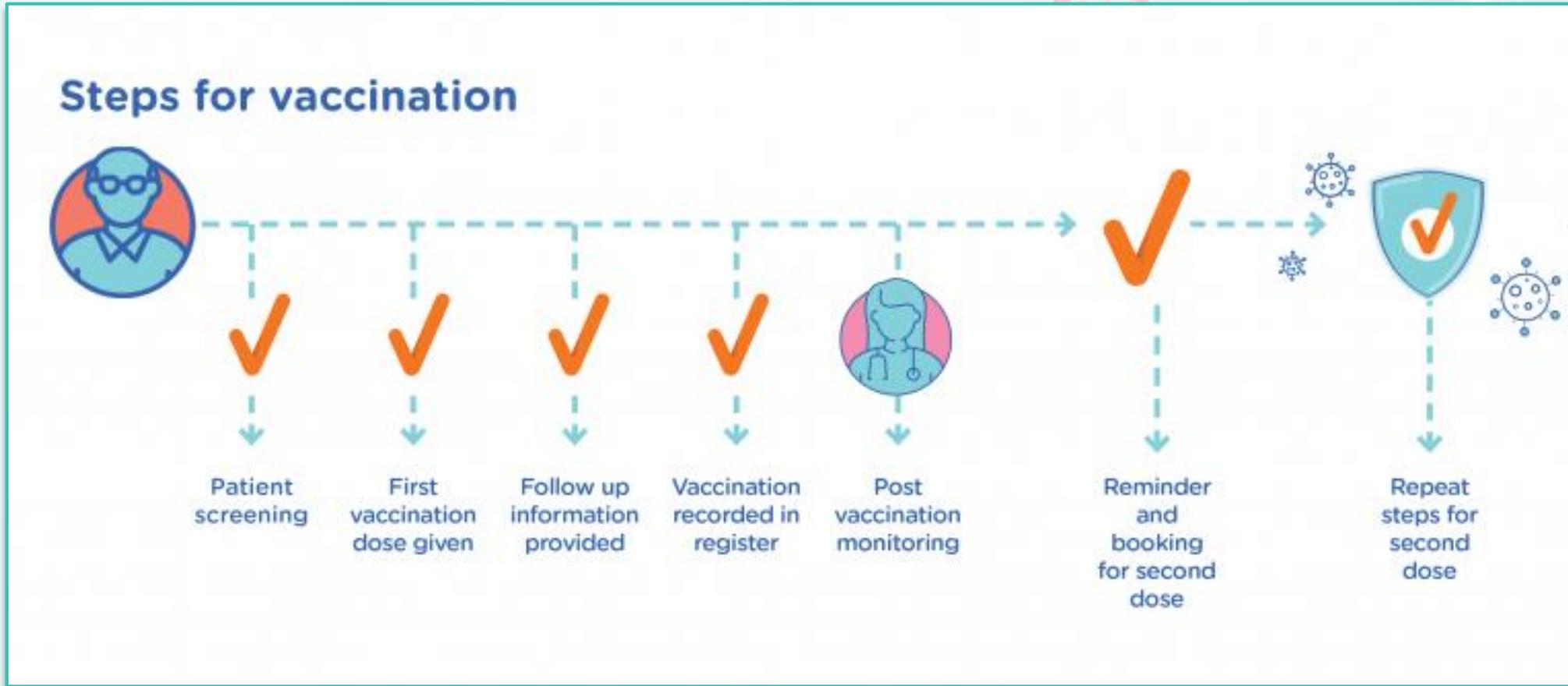
# Recording Vaccination



# Recording Vaccination



What steps are involved in the Vaccination?



# Check Patient's Vaccination History



How can I check the Patient's Vaccination History?

- ✓ My Health Record > Medicines Preview



Available medicines in this My Health Record - sorted by Date  
25 Sep 2018

Dorothy SMITH DoB 25 Apr 1942 (76y\*) SEX Female HI 8003 6083 3345 3652

|   |  |  |                            |
|---|--|--|----------------------------|
| <a href="#">Allergies and Adverse Reactions</a><br>Penicillin, Morphine | <a href="#">Medicines Preview</a><br>02-Apr-2017 to 21-Nov-2017<br>(10 months ago) | <a href="#">Click here for Shared Health Summary</a><br>23-Jul-2018 (3 months ago)<br>Author: Dr Peter Walker<br>West End Medical Practice<br>Ph: XX XXXX XXXX | No Discharge Summary found |
|---|--|--|----------------------------|

[Back to top] [[< First](#)] [[<< Previous](#)] [[Help](#)]

Medicines Preview - Latest Documents, Prescriptions with no later dispenses - sorted by descending event date  
02-Apr-2017 to 21-Nov-2017 (10 months ago)

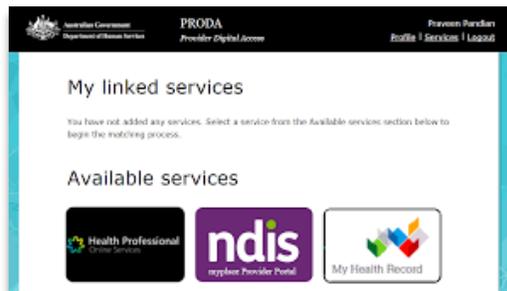
| Source/Author   | Date                       | Medicine - Active Ingredient(s)           | Medicine - Brand                   | Directions                               |
|---|----------------------------|---|------------------------------------|--|
| <a href="#">Event Summary</a><br>By West End Medical Practice         | 02-Aug-2018 (2 months ago) | Tiotropium bromide                        | Spiriva Respimat 2.5mcg/dose       | 2 Doses Daily                            |
| <a href="#">Shared Health Summary</a><br>By West End Medical Practice | 23-Jul-2018 (3 months ago) | Salbutamol                                | Salbutamol 100mcg Inhaler          | 1-2 Doses Four Times Daily When Required |
|   |                            | Simvastatin                               | Simvastatin 40mg Tablet            | 1 Tablet at Night                        |
|   |                            | Budesonide; Formoterol fumarate dehydrate | Symbicort Turbuhaler 200/6 Inhaler | 2 Doses Two times a day                  |
|   |                            | Irbesartan                                | Karvea 300mg Tablet                | 1 Tablet Daily                           |
|   |                            | Paracetamol                               | Panadol Osteo SR 665mg Tablet      | 2 tablets Three times a day              |
|   |                            | Aspirin                                   | Astrix 100mg                       | 1 Tablet Daily                           |

**Medicines found before the Shared Health Summary**

|   |                             |              |  |               |
|---|-----------------------------|--------------|--|---------------|
| <a href="#">Prescription Record</a><br>By West End Medical Practice | 23-Sep-2017 (12 months ago) | Erythromycin | E-Mycin 400 mg tablet: film-coated, 25 | Every 6 hours |
|---|-----------------------------|--------------|--|---------------|

End of section - All available Allergies and Adverse Reactions

- ✓ AIR via PRODA portal



# Recording Vaccinations



## How do I record vaccinations correctly?

- ✓ Use Immunisation tab
  - **DO NOT** free text into Today's Notes
- ✓ Check latest Drug Database Update
- ✓ Select **Shortcut in Patient Tree** and **Billing provider**
- ✓ Select **F3** route
- ✓ Record **Batch No** and **Batch Expiry**
- ✓ Record **Serial No** - optional
- ✓ Tick **Send Reminder** - if using a specific COVID reminder



Bp Premier does not support uploading of historical vaccines to AIR.  
This includes vaccines that were provided Overseas.

**Immunisation**

Available Vaccines

| Vaccine                     | Against          |
|-----------------------------|------------------|
| Cervarix                    | HPV              |
| Cholera                     | Cholera          |
| Comvax                      | HIB, Hepatitis B |
| COVID 19 Vaccine AstraZe... | COVID-19         |
| Dengue fever                | Dengue fever     |

Billing provider: Dr Frederick Findacure (Bundaberg Clinic)  Include inactive providers

Given by: Dr Frederick Findacure

Date: 11/03/2021 Site: Left Deltoid Sequence: 1

Route:  IMI  SC  Oral  Intrademal

Batch No.: 121212 Batch Expiry:  11/03/2023  Save batch details

Serial No.: |

Comment:

Send reminder Reminder date:  11/03/2021

Save Cancel

# Uploading Records to AIR (1)



## How do I upload COVID-19 Vaccinations to AIR?

- ✓ Mandatory to upload for all COVID-19 vaccines administered within **24 hours**
- ✓ Upload to AIR as soon as possible, ideally at the time of administration

Australian Immunisation Register

File View Help

Immunisations given since: [Printer icon] [Refresh icon] [Upload icon]

Upload Immunisation Records daily

Record must include batch number

View Sent Records

Resend Records (if required)

to AIR

| Name         | Immunisation given since | Recorded by                   | Record must include batch number | View Sent Records | Resend Records (if required) | to AIR | Billing provider |
|--------------|--------------------------|-------------------------------|----------------------------------|-------------------|------------------------------|--------|------------------|
| Rose Bishop  | 24/01/1926               | COVID 19 Vaccine # 11/03/2021 | 1                                | 121212            |                              |        | Dr F. Findacure  |
| Kindra Carey | 20/04/1960               | Fluvax                        | 09/03/2021                       | 1                 | A22111                       |        | Dr F. Findacure  |
| Allan Clark  | 04/08/1948               | COVID 19 Vaccine # 11/03/2021 | 1                                | 121212            |                              |        | Dr F. Findacure  |
| Reuben Dean  | 14/12/1945               | Hepatitis B                   | 09/03/2021                       | 1                 | B5434322                     |        | Dr F. Findacure  |
| Peta Taylor  | 14/02/1978               | COVID 19 Vaccine # 11/03/2021 | 1                                | 121212            |                              |        | Dr F. Findacure  |

# Uploading Records to AIR (2)

## How will the Provider Numbers be Uploaded to AIR?



The user logged into Bp Prem uploading the submission to AIR will be listed as the information provider, if they have a Provider Number entered into Bp Premier

Scenario 1



If the user submitting the immunisation to AIR does not have a provider number in Bp Premier, the information Provider Number will default to the Immunisation Provider Number.

Scenario 2

# Reminders & Booking for 2<sup>nd</sup> Dose



## How can I follow up with Patient for Second Dose?

### Workflow Option 1

Notifications:

| Type                 | Due        | Reason   |
|----------------------|------------|--|
| Outstanding requests | 22/02/2021 | There are 4 outstanding requests for this patient! |
| Reminder sent        | 26/02/2021 | Fluvax Immunisation Sent on 28/05/2022.            |
| Preventive health    | 09/03/2021 | A Cervical Screening Test is due!                  |
| Reminder due         | 23/03/2021 | COVID Vaccination 2nd Dose                         |

Select patients for reminders

Select reasons:  Clinically significant only

Filter by type: All

Reason

- ADF Post Discharge GP Health Assess...
- Breast check
- Care plan
- Cervical Screening (Clinically Significant)
- COVID 2nd Dose
- Custom reminder reason
- Faecal Occult Blood
- Fluvax Immunisation
- Hepatitis B Immunisation
- Immunisation
- Influenza Immunisation
- Influenza Vaccination
- Pap smear
- Pneumovax Immunisation
- Tetanus Immunisation

Select all Deselect all

Due between: 15/03/2021 and: 21/06/2021

Select users:

- Not specified
- Dr F. Findacure

Select all Deselect all

Location

- Bundaberg Clinic

Select all Deselect all

Include overdue reminders.

Include inactive patients

OK Cancel

### Workflow Option 2

Finalise visit

Visit length: 4h 23m 4s Account type: Direct Bill

MBS Item: 93624  Default list Search MBS

| Description   | Item No. | Fee   | Rebate |
|---|----------|-------|--------|
| COVID-19 vaccine suitability assessment by a GP, 1st dose | 93624    | 30.75 | 30.75  |

Professional attendance by a general practitioner for the purpose of assessing a patients suitability for the first dose of a COVID-19 vaccine if all of the following apply: (a) one or both of the following is undertaken, where clinically relevant: (i) a short patient history; (ii) limited examination and management; (b) the patient is eligible for a COVID-19 vaccine; (c) the service is bulk-billed; (d) the service is provided at, or from, a practice location in a Modified Monash 1 area

Items to bill:

| Description                                  | Service text | Item No. | Fee   | Rebate |
|--|--------------|----------|-------|--------|
| COVID-19 vaccine suitability assessment by a |              | 93624    | 30.75 | 30.75  |

Note to reception:

Book second dosage for 12 weeks

Not normal aftercare

In hospital

No. of patients: 1

Save Save & Close Cancel

# Billing Procedures



# COVID-19 Vaccination MBS Item Numbers



## How do I use the new MBS item numbers?

✓ **16** new MBS items numbers released categorised by:

- **Practitioner** (GP/Medical Practitioner)
- **Location** (metropolitan/non-metropolitan)
- **Time Period** (business/after hours)
- **Dose** (first dose/second dose)

✓ You cannot private bill for the COVID-19 vaccination

✓ MBS incentive items such as **10990** or **10991** are already incorporated in the item value



**Further detail on the items is provided with the Factsheet found here >>**

**Australian Government Department of Health Medicare Support for COVID-19 Vaccinations**

**Who is eligible to provide a COVID-19 vaccination to a patient who has been assessed as suitable?**

- A vaccination provided to a patient who has received a vaccination suitability assessment service can be provided by a GP or suitably qualified health professional who is appropriately qualified and trained to provide an immunisation to the patient. This includes having completed any mandatory Commonwealth training associated with the delivery of COVID-19 vaccination services.
- Note: Under these arrangements, a vaccination may be provided by an endorsed enrolled nurse employed by a general practice where the endorsed enrolled nurse:
  - is also under the supervision of a registered nurse; and
  - has completed mandatory COVID-19 training.

**What do the new arrangements mean for GPs?**

- The GP must be present at the location at which the vaccine suitability assessment service is undertaken, and subsequent vaccination of the patient, and must accept full responsibility for the service. This includes any time in which the patient is under observation for adverse reactions following the administration of a vaccine.
- If a patient is assessed as being suitable to receive a COVID-19 vaccine, it is expected the vaccine would be administered to the patient a short time after the assessment, on the same day.
- The vaccine suitability assessment may include a short patient history, and limited examination and management, where this is clinically relevant.
- In line with recommended clinical practice, patients receiving a vaccine must be observed for a period of time after vaccination to ensure there is no immediate adverse reaction.
- Note: General practitioners are encouraged to refer patients to a specialist to manage adverse reactions to a vaccine.

**How will the new MBS COVID-19 vaccine suitability assessment items be billed?**

The MBS COVID-19 vaccine suitability assessment items can only be billed to Medicare by the GP.

- For the service to be billable, a COVID-19 vaccine must be available for immediate delivery to a patient who is assessed as suitable.
- The rebate for a first dose service is higher than the rebate for a second dose service.
- This difference recognises that GPs and suitably qualified health professionals may need to spend more time obtaining the patient's consent and providing information about the vaccine before delivering the first dose.
- As advised in the Expression of Interest for participation in Phase 1B of the COVID-19 vaccine roll-out, MBS rebates for the vaccine suitability assessment services are based on the equivalent Level A general attendance items available to GPs and other medical practitioners working in a general practice setting. Bulk billing incentives (double for dose one, single for dose two) are also incorporated into the value of the items.

Medicare Benefits Schedule  
MBS COVID-19 Vaccine Suitability Assessment Service - Factsheet  
MBS Online  
Last updated - 26 February 2021

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# Practice Incentive Program Payments



## How will the vaccination impact my PIP Payments?

- ✓ Accredited general practice that has completed two vaccine suitability assessment services for the same patient in a clinically appropriate timeframe is eligible for a payment under the PIP program
- ✓ The PIP COVID-19 vaccine incentive payment is set at \$10 per eligible payment, payable once
- ✓ There is no registration process attached to the PIP COVID-19 incentive provided that practices are already enrolled in PIP



# Billing as part of an unrelated consultation



## What are the recommendations from the Department of Health?

**Australian Government**  
Department of Health

### Medicare Support for COVID-19 Vaccinations

- Information about the requirements for updating patient information on the portal is available from the Australian Government Services Australia website at <https://www.servicesaustralia.gov.au/organisations/health-professionals/health-professionals/registration-register-health-professionals/managing/help-using-air-online>.

**Can I co-claim the COVID-19 vaccine items with other general attendance items?**

- Patients presenting with multiple clinical matters requiring attention should be encouraged to book a separate consultation, and preferably with their usual practice.
- There may be some circumstances where deferral of treatment is not feasible or in the patient's best interests; these include clinical matters where treatment cannot be deferred or opportunistic treatment for other conditions.
- Standard MBS multiple same-day attendance rules apply for COVID-19 vaccination-related services. Co-claiming is only permitted where another GP service is provided that is unrelated to the vaccine assessment item.
- Payment of benefit may be made for more than one attendance on a patient on the same day by the same GP, provided the subsequent attendances are not a continuation of the initial or earlier attendances. Examples of other GP services include but are not restricted to: a standard consultation for a different presenting problem; provision of time-tiered health assessment service; or completion or review of a chronic disease management plan.
- When seeking to co-claim for an unrelated attendance at the same time as a vaccine suitability assessment service, it is recommended that GPs include a note stating that "The additional service [MBS item...] is clinically relevant but not related to the vaccine suitability assessment service [MBS item...]."
- Before an additional attendance is provided to the patient, the practice must obtain and document the patient's informed financial consent to ensure that they understand there is no cost associated with the suitability assessment and/or the administration of the vaccine.
- Patients must also be informed if any other service that they receive on the same occasion will be bulk-billed or will be subject to a patient co-payment.

**Are there any co-claiming restrictions?**

- The vaccine suitability assessment service items cannot be co-claimed with:
  - MBS bulk billing incentive items 10990, 10991 and 10992; or
  - MBS item 10988, for an immunisation service provided by an Aboriginal and Torres Strait Islander health practitioner on behalf of, and under the supervision of, a GP.
- No additional MBS attendance item can be used to bill Medicare for the time spent administering a vaccine following a suitability assessment service.

Medicare Benefits Schedule  
MBS COVID-19 Vaccine Suitability Assessment Service – Factsheet  
MBS Online  
Last updated – 26 February 2021

- ✓ Should be *encouraged* to book a separate consultation, and preferably with their usual practice.
- ✓ Standard MBS multiple same-day attendance rules apply for COVID-19 vaccination-related services.

### Can I co-claim the COVID-19 vaccine items with other general attendance items?

- Patients presenting with multiple clinical matters requiring attention should be encouraged to book a separate consultation, and preferably with their usual practice.
- There may be some circumstances where deferral of treatment is not feasible or in the patient's best interests; these include clinical matters where treatment cannot be deferred or opportunistic treatment for other conditions.
- Standard MBS multiple same-day attendance rules apply for COVID-19 vaccination-related services. Co-claiming is only permitted where another GP service is provided that is unrelated to the vaccine assessment item.

# Reporting



# Tracking Vaccinations Provided Report



## How do I track what vaccinations have been provided?

- ✓ Total Vaccines Provided report:
  - Totals of vaccines administered by a practice during the selected period
  - Practices can use this report to monitor vaccine stock levels at regular intervals

| Total vaccines provided                       |                        |             |                        |            | Bp Training Clinic 1 |
|---|------------------------|-------------|------------------------|------------|----------------------|
| Details                                       |                        |             |                        |            | Total Sent           |
| [-] Bundaberg Clinic                          |                        |             |                        |            | 8                    |
| [+] Vaccine Name:ActHib                       |                        |             |                        |            | 1                    |
| [+] Vaccine Name:Adacel                       |                        |             |                        |            | 1                    |
| [-] Vaccine Name:COVID 19 Vaccine AstraZeneca |                        |             |                        |            | 3                    |
| [-] Batch No:121212                           |                        |             |                        |            | 3                    |
| [-] Dr Frederick Findacure                    |                        |             |                        |            | 2                    |
| 11/03/2021                                    | Dr Frederick Findacure | Allan Clark | Dr Frederick Findacure | 11/03/2021 | 1                    |
| 11/03/2021                                    | Dr Frederick Findacure | Peta Taylor | Dr Frederick Findacure | 11/03/2021 | 1                    |
| [+] Ms. Nadine Nurse                          |                        |             |                        |            | 1                    |
| [+] Vaccine Name:Dukoral                      |                        |             |                        |            | 1                    |

# Tracking Billings with Transaction Report (1)



How do I track COVID-19 MBS items billed?

Bp Premier Reports

Available reports:

| Report name  | Last updated      |
|--|-------------------|
| Services Export  | 01/03/2021        |
| Services Summary - by Account Type (grouped by item and schedule)        | 01/03/2021        |
| Services Summary - by Account Type (grouped by item)                     | 01/03/2021        |
| Services Summary - by Account Type (grouped by service created and item) | 01/03/2021        |
| Services Summary - by Account Type (grouped by service created)          | 01/03/2021        |
| Shared Health Summaries - Uploaded                                       | 01/03/2021        |
| Shared Health Summaries - Uploaded (by provider)                         | 01/03/2021        |
| SMS Reminder status report   | 01/03/2021        |
| Total vaccines provided  | 01/03/2021        |
| Transaction Report (grouped by item and schedule)                        | 01/03/2021        |
| <b>Transaction Report (grouped by item)</b>                              | <b>01/03/2021</b> |
| Transaction Report (grouped by payment created date)                     | 01/03/2021        |
| Transaction Report (grouped by service created date)                     | 01/03/2021        |
| Transaction Summary Report (grouped by payment created)                  | 01/03/2021        |
| Tyro Bulk Bill EasyClaims - Paid Services by Payment Run number          | 01/03/2021        |
| Unbanked payments report   | 01/03/2021        |
| User details   | 01/03/2021        |
| Work Done and Fees Taken by Provider (grouped by Service Date)           | 01/03/2021        |
| Work Done by Provider by Date  | 01/03/2021        |
| Work Done by Provider by Date Recorded                                   | 01/03/2021        |

Choose the Report Parameters

Date, Locations, Providers **Billing** Banking Configuration

MBS Items:

|   |   |
|---|---|
| <input type="checkbox"/> 10991            | <input checked="" type="checkbox"/> Cash          |
| <input type="checkbox"/> 10993            | <input checked="" type="checkbox"/> Cheque        |
| <input type="checkbox"/> 18362            | <input checked="" type="checkbox"/> EFT           |
| <input type="checkbox"/> 30071            | <input checked="" type="checkbox"/> Credit Card   |
| <input type="checkbox"/> 30099            | <input checked="" type="checkbox"/> Direct Credit |
| <input type="checkbox"/> 30106            |   |
| <input type="checkbox"/> 30196            |   |
| <input type="checkbox"/> 30219            |   |
| <input type="checkbox"/> 52000            |   |
| <input type="checkbox"/> 55714            |   |
| <input type="checkbox"/> 71095            |   |
| <input type="checkbox"/> 81100            |   |
| <input checked="" type="checkbox"/> 93624 |   |
| <input checked="" type="checkbox"/> 93625 |   |
| <input checked="" type="checkbox"/> 93627 |   |

Payment Method:

Billing Group:

|  |
|--|
| <input checked="" type="checkbox"/> Private        |
| <input checked="" type="checkbox"/> Head of Family |
| <input checked="" type="checkbox"/> Medicare       |
| <input checked="" type="checkbox"/> DVA            |
| <input checked="" type="checkbox"/> WorkCover      |

Expand All

Invoice Rows  Service Rows

# Tracking Billings with Transaction Report (2)



How do I track COVID-19 MBS items billed?

Bp Report Viewer

Transaction Report (grouped by item) Bp Training Clinic 1

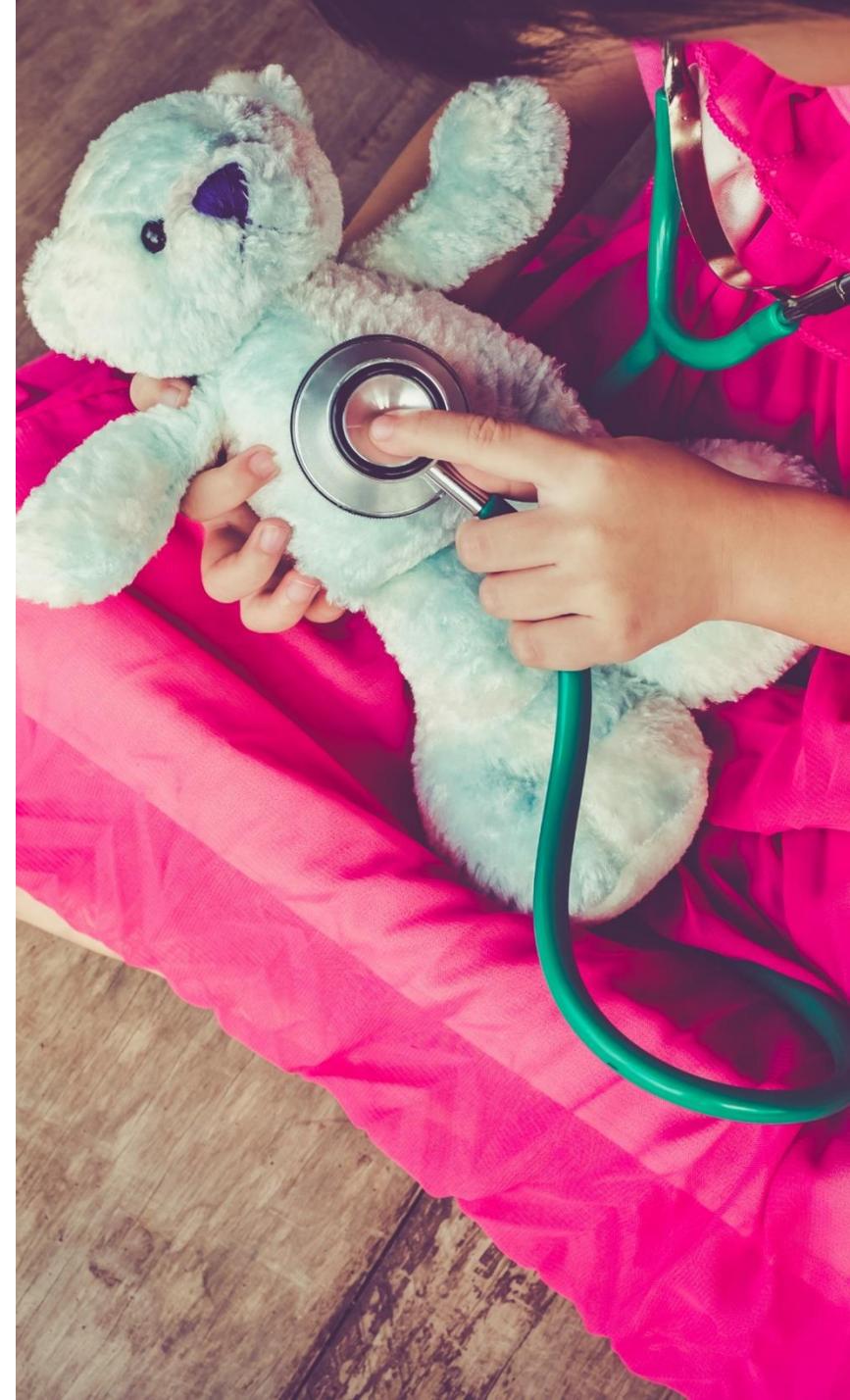
| Invoice / Service   |            |             |                    | Payment  |      |        |
|---|------------|-------------|--------------------|----------|------|--------|
| <input type="checkbox"/> Bundaberg Clinic   |            |             | 3                  | 101.90   | 0.00 | 101.90 |
| <input type="checkbox"/> Dr Ivor Cure   |            |             | 1                  | 37.35    | 0.00 | 37.35  |
| <input type="checkbox"/> Dr Frederick Findacure                                   |            |             | 2                  | 64.55    | 0.00 | 64.55  |
| <input type="checkbox"/> Item: 93624 COVID-19 vaccine suitability assessment by a |            |             | 1                  | 30.75    | 0.00 | 30.75  |
| <input type="checkbox"/> 1349   | 11/03/2021 | Allan Clark | Medicare Australia | Medicare |      | 30.75  |
| <input type="checkbox"/> Item: 93627 COVID-19 vaccine suitability assessment by a |            |             | 1                  | 33.80    | 0.00 | 33.80  |
| <b>Bp Training Clinic 1 totals:</b>   |            |             | 3                  | 101.90   | 0.00 | 101.90 |

# Searching your Database



## How can I use the Search Utility to identify patients?

- ✓ Search your database for vaccine records to assist with reminders and identifying patients who need to be contacted
- ✓ Team Bp are creating new SQL search queries
- ✓ Knowledge Base articles and the new queries will be accessible on the Knowledge Base and emailed to Practices.
- ✓ As Phase 1B is the current rollout, we would potentially look to create new queries for the next rollouts as they are made available
- ✓ If you require additional SQL Queries regarding COVID-19 or suggestions for the current SQL queries, please contact our team via the COVID-19 email – [covid19@bpsoftware.net](mailto:covid19@bpsoftware.net)



# Resources



# Resources (1)



## What additional Practice resources are available?

### ✓ External resources:

- COVID-19 Vaccination: [Phase 1B – General Practice Guidance](#) (published Feb 24th)
- COVID-19 Vaccination: [ATAGI immunisation provider guide to obtaining informed consent for COVID-19 vaccine](#)
- MBS Online: [MBS COVID-19 Vaccine Suitability Assessment Service](#)
- Pharmacy Programs Administration: [National Booking System \(NBS\) and Australian Immunisation Register \(AIR\) FAQs](#)

### ✓ Quick Reference Guides:

- Bp Premier - QRG - Immunisation and AIR

### ✓ Knowledge Base Links:

- [COVID-19 vaccinations and Bp Premier](#)
- [Booking COVID vaccinations](#)

# Resources (2)



## What additional Practice resources are available?

### ✓ Vimeo Links:

- [Bp Premier - BeInTheKnow - Immunisation Management](#)

### ✓ Online Booking Vendor External resources:

- HealthEngine COVID-19 Vaccine Rollout: [National Rollout of COVID-19 Vaccines | HealthEngine for Practices](#)
- HealthEngine COVID-19 Vaccine information for Patients and Practices: [Find a Doctor, GP, Dentist or Healthcare Specialist Near You \(healthengine.com.au\)](#)
- HotDoc's COVID-19 Hub: <https://practices.hotdoc.com.au/covid-19-vaccine-hub/>
- HotDoc's Setup Guides: <https://f.hubspotusercontent40.net/hubfs/1960791/COVID-19%20Vaccine%20-%20Best%20Practice%20Setup%20Guide-3.pdf>
- BetterConsult: <https://www.healthsharedigital.com/news/betterconsult-covid-19-vaccination-roll-out/>

# Resources (3)



**What additional patient resources are available?**

✓ **Patient resources:**

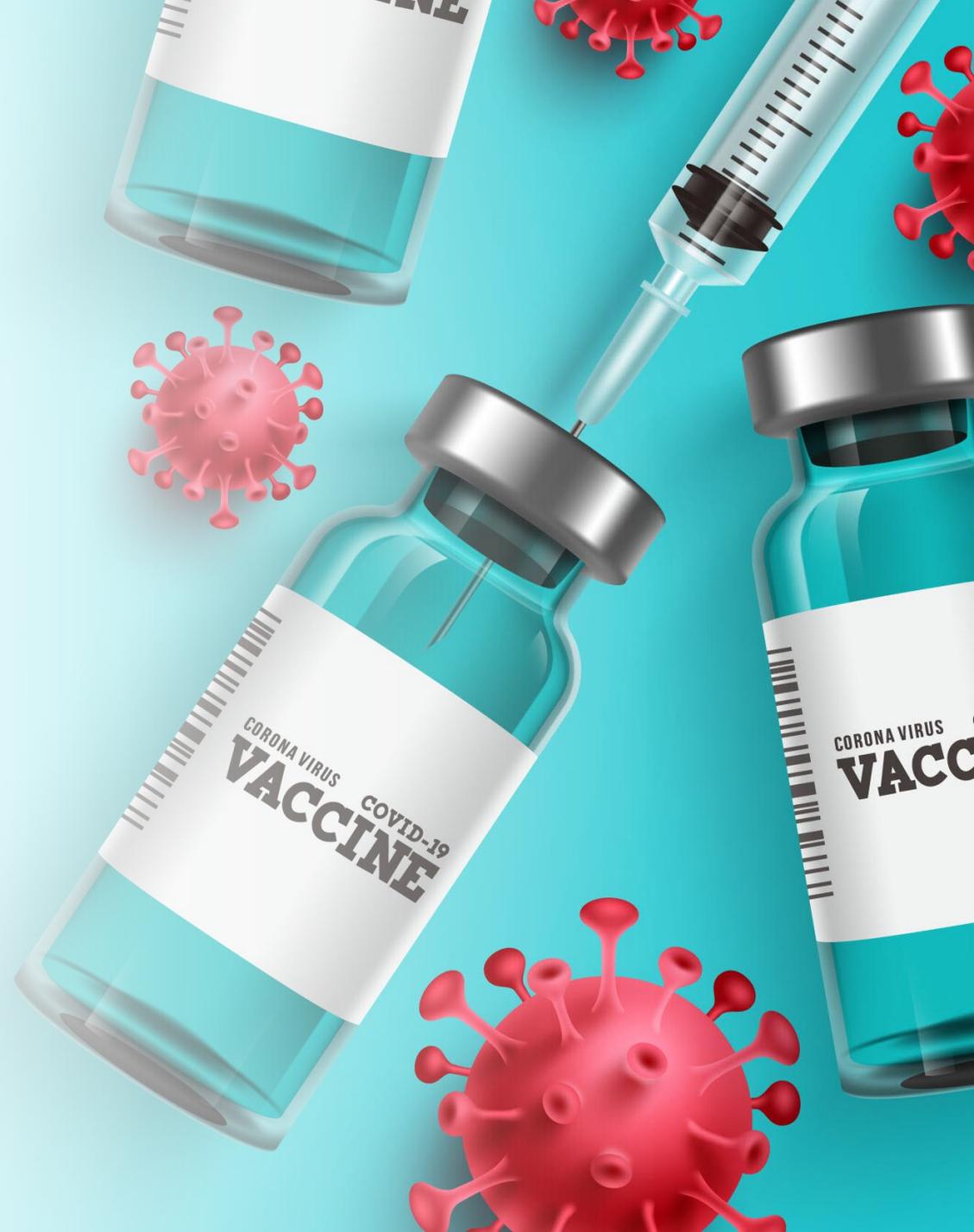
- [Vaccine Eligibility Checker \(Patient Facing\)](#)
- [When will I get a COVID-19 Vaccine? \(Patient Facing\)](#)
- [Vaccine Information and news \(Patient Facing\)](#)

# Recap

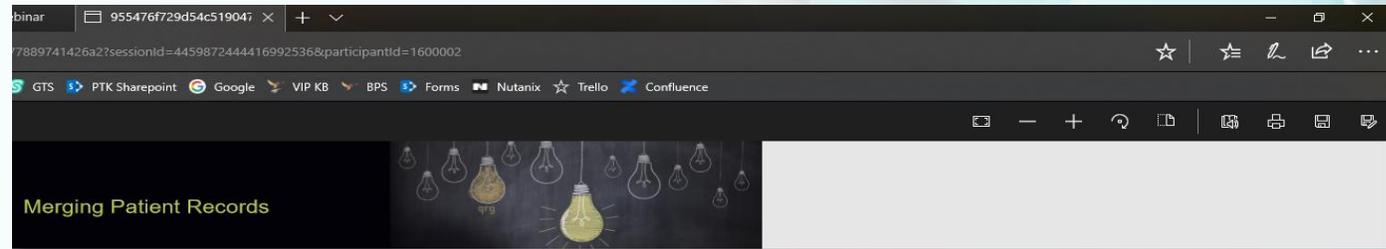
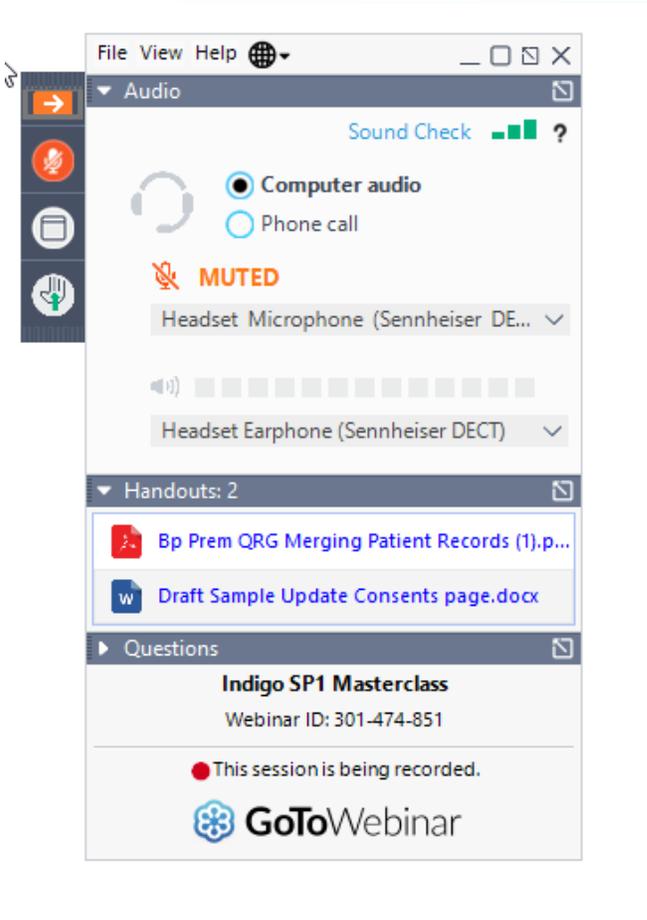


## What have we covered today?

- ✓ Overview of Phase 1B
- ✓ Setting up your Practice
- ✓ Patient Screening
- ✓ Patient Bookings
- ✓ Recording Vaccinations
- ✓ Billing Procedures
- ✓ Reporting
- ✓ Resources



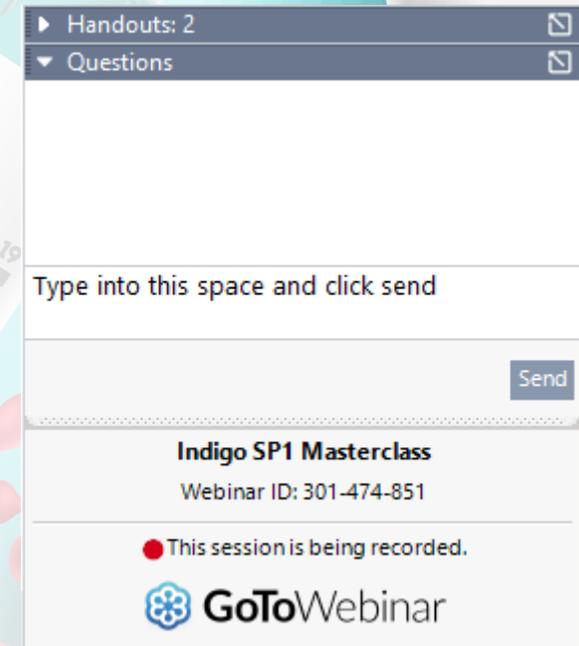
# Download Resources or ask a Question



To download a handout,  
double click it.

The handout will open in a  
separate browser window.  
You will need to print it or  
save it to your computer  
using your browser icons.

To ask a question, click  
the triangle on the question  
tab and type into the area  
as indicated. Click send.





# Best Practice

An evolution in medical software

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[www.bpsoftware.net](http://www.bpsoftware.net)



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