

MBS Billing Education and Coaching Training EOI

Hunter New England and Central Coast Primary Health Network (HNECC PHN) is launching an initiative to assist practices improve financial outcomes by offering subsidised education and coaching scholarships on MBS billing to improve billing processes whilst maintaining excellent patient care.

The training opportunity will be provided by BetterBilling, a local GP owned and operated business.

Expressions of interest are being taken from GP's and Registrars who are employed **by General Practices participating in the SAVI (Sustainability and Viability Initiative)** of HNECC PHN.

There are 2 opportunities that GP's and Registrars may apply for:

1: 20 individual licenses are available for GPs, and GP Registrars to undertake the Billing Master Education Series and Coaching with 6 months access. This has a value of \$1250 with the PHN covering \$1000. There would be a **co-contribution of \$250** from the recipient.

2: 100 individual places in the Billing Master Plus Education Series, tailored for HNECC PHN & SAVI and undertaken over a 9-month period. This is valued at \$312 with a **co-contribution of \$62** from the recipient required.

Funding:

If successful, the recipient will be required to register with BetterBilling within 4 weeks of being notified of their successful application and pay the co-contribution to commence the training. The training is self-paced and must be completed within the specified maximum time frames provided (6 months and 9 months).

Any additional costs associated with undertaking the training are at the individuals/practices expense including associated IT costs and wages.

The EOI will open late January 2025 and close once all available training places have been allocated, or 30th April 2025. Assessment and allocation of places will be done on a rolling basis based on eligibility. If places are still available at the end of April, the EOI may be extended.

HNECC PHN will notify successful applicants via email.

Applicants will be required to give permission for HNECC PHN to share their contact details with the training provider (BetterBilling) to enable enrolment and participation.

The BetterBilling training package consists of:

1. Pre-recorded and self-paced training modules that are to be completed over the time frame allocated (either 6 months or 9 months). Note that the timeframe is the maximum amount of time allocated to complete the course. As the courses are self-paced, you may complete them over a shorter time period.
2. Certificate of completion for all individual components (eligible for CPD hours – self reported), and a certificate issued upon successful completion of the course.

For the 6-month Billing Master Education Series & Coaching, you will participate in monthly coaching sessions and access BetterBilling courses - up to 3 hours per month of education and coaching with check-in surveys to track progress and outcomes.

For the 9-month Billing Master Plus Education Series, undertake approximately 2 hours per month of education courses available on BetterBilling. You will be required to submit 3 check-in surveys to track progress and outcomes.

Eligibility:

Expressions of interest will only be taken from GP's and Registrars employed by **general practices engaged in the SAVI program** with HNECC PHN. Please confirm with your employing practice that they are participating in SAVI prior to completing an application. Applicants from SAVI practices with a demonstrated need for viability support, identified through the viability assessment and ensuing consultation will be prioritised.

EOIs from Registered GPs or Registrars will be assessed based on the criteria of:

- Providing a current AHPRA registration number
- Working full time or a minimum of 20 hours per week (with priority to long term employees) with a practice that participated in the viability assessment located in the HNECC PHN region and who intend on remaining in this employment for a minimum of 12 months.
- Able to undertake online self-paced training within the provided timeframes.
- Able to pay the co-contribution amount.
- Able to commit to the recommended monthly time allocation for the courses
- Agree to complete feedback surveys as per the training requirement and feedback survey on completion
- Agree for contact details to be shared with the training provider for registration purposes
- Able to commence within 4 weeks of signing the agreement if successful

Terms & Conditions

The following HNECC PHN terms and conditions will apply:

- The Expression of Interest (EOI) must be submitted by the applicant (GP or Registrar). A practice manager or owner should not complete the EOI on behalf of a GP or Registrar.
- The PHN will not directly reimburse any associated costs involved in completing the training.
- An EOI does not guarantee a funded training place. Applications will be assessed, and successful applicants will be notified by email.
- Assessment of EOI's will be based on meeting the criteria and responses to the questions in the EOI. Priority will be given to those who have not received previous training or other funded development opportunities from the PHN.
- Each Applicant's EOI must be supported by their employing General Practice.
- Multiple applications from the same practice are allowed, providing the practice supports each application, but a maximum of two (2) Billing Master Education Series and Coaching will be allocated per practice. If available, the alternative course may be offered to other applicants. Each applicant must complete a separate EOI.
- Applicants must agree for their details to be supplied to the training provider to allow contact for enrolment purposes and to allow notification to the PHN on their enrolment status.
- Applicants must list their current employer and the geographical location they operate in.
- Applicants from practices who intend on closing within the next 12 months or from applicants who are not intending to remain in the employment of their current practice for the next 12 months are ineligible.
- Applicants will require access to a computer and internet connection sufficient to complete the course.
- Successful applicants will sign a Letter of Agreement to acknowledge the terms and conditions of the training scholarships
- Applicants' employing practice must have a valid ABN number.
- Applicants can only submit one (1) application per person and must choose which training they are applying for.
- Applicants may be offered an alternate training course if the course they have chosen has been fully allocated.
- HNECC PHN Terms and Conditions will apply.

- Applications that do not meet the criteria will not be eligible.
- Applicants are to notify the PHN immediately and prior to training if circumstances have changed and they are unable to attend.
- All coaching sessions are to be completed by the same person the training was allocated to.
- No substitutions are to be made without prior permission from HNECC PHN.
- Failure to commence or complete a training course without prior notice the PHN may result in the applicant being required to repay the full training course cost to the PHN.
- The PHN will not directly reimburse any associated costs involved in completing the training.

Ineligible:

Previous grant recipients are eligible only if they have fully complied with any previous PHN funding contract commitments including reporting and acquittal requirements.

Expression of Interest (EOI) Process:

Eligible GP's and Registrars are invited to complete an Expression of Interest, via SmartyGrants.

HNECC PHN reserves the right to close the scholarship round if all scholarships have been awarded prior to the closing date or extend the closing date if scholarships are still available.

Applications will be assessed against the criteria and as deemed by the subject matter experts within HNECC PHN.

Applicants may be contacted to discuss their eligibility and ability to meet the scholarship criteria. This will constitute part of the scholarship assessment.

For more information contact:

Contact grants@thephn.com.au