**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.

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| **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**](https://www.health.gov.au/our-work/upcoming-changes-to-bulk-billing-incentives-in-general-practice)
* Use the Bulk Billing Incentives [**Calculator**](https://www.health.gov.au/resources/apps-and-tools/estimate-your-payments-from-upcoming-changes-to-bulk-billing-incentives-in-general-practice?language=en) 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**](https://www.health.gov.au/our-work/upcoming-changes-to-bulk-billing-incentives-in-general-practice/bulk-billing-practice-incentive-program-expression-of-interest-form?language=en)
* Document your change plan – Contact your Brisbane North QI&D Engagement Officer for help
* Plan team roles in the transition according to staff skills, interests and position
* Have a ‘change team meeting’ and [**commu****nicate upcoming changes**](https://www.health.gov.au/our-work/upcoming-changes-to-bulk-billing-incentives-in-general-practice) to the team. Ensure all GPs at the practice are prepared to bulk bill all [**eligible services**](https://www.health.gov.au/resources/publications/bulk-billing-practice-incentive-program-eligible-services?language=en) 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**](https://www.servicesaustralia.gov.au/register-organisation-register-hpos?context=20) from 1 November 2025, and ensure your practice bulk bills every [**eligible service**](https://www.health.gov.au/resources/publications/bulk-billing-practice-incentive-program-eligible-services?language=en) from your BBPIP start date.
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| **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).
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| **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**](https://www.healthdirect.gov.au/australian-health-services)(NHSD). Find information about how to register on NHSD[**here**](https://www.health.gov.au/resources/publications/bulk-billing-practice-incentive-program-register-or-update-details-on-the-national-health-services-directory)
* Ensure your practice is ready to comply with signage and advertising requirements of BBPIP
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| **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**](https://www.servicesaustralia.gov.au/how-to-register-organisation-proda?context=33786)
* Health Professional Online Services (HPOS) – access information about HPOS registration[**here**](https://www.servicesaustralia.gov.au/register-organisation-register-hpos?context=20)
* The Organisation Register – more information about the Org Register [**here**](https://hpe.servicesaustralia.gov.au/organisation-register.html)
* 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**](https://cesphn.org.au/wp-content/uploads/2022/09/20191219_How-to-register-for-a-PRODA-account-manual.pdf) **or** [**Step by step guidance to register, setup and maintain PRODA | Healthy North Coast**](https://hnc.org.au/primary-care-impact-topics/step-by-step-guidance-to-register-setup-and-maintain-proda/)
* The [**National General Practice Accreditation Scheme**](https://www.safetyandquality.gov.au/our-work/accreditation/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 *not already* registered in MyMedicare **will have a time-limited exemption** from accreditation requirements if they wish to register with MyMedicare and participate in BBPIP.
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| **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**](https://www.health.gov.au/resources/publications/bulk-billing-practice-incentive-program-eligible-services?language=en).
* Train reception staff in MyMedicare and Bulk Billing messaging
* MyMedicare patient communication [**(Communications Bundle posters/ social tiles for MyMedicare**](https://healthgov.sharepoint.com/%3Af%3A/r/sites/secretariatcommittee/phn/MyMedicare%20PHN%20Implementation%20Program/Communications/Communications%20Bundle?csf=1&web=1&e=6fs9fY)**)**
* Invite patients to identify your practice as their preferred practice for ongoing care by registering for [**MyMedicare**](https://www.health.gov.au/our-work/mymedicare/patients)(using their [**MyGov**](https://my.gov.au/) or the [**registration form**](https://www.health.gov.au/resources/publications/mymedicare-registration-form?language=en)**)**. MyMedicare is voluntary for patients. Ensure your MyMedicare registration processes incorporate informed consent ([**MyMedicare patient FAQ’s**](https://www.health.gov.au/sites/default/files/2025-10/mymedicare-for-patients-frequently-asked-questions.pdf))
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| **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!
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