

DHDA Information Sheets – BBPIP

Key steps to participate in Bulk Billing
Practice Incentive Program (BBPIP) -
MYMEDINFO16

Bulk Billing Practice Incentive Program (BBPIP)

Key steps to participate in BBPIP



This infographic details the key steps to participate in BBPIP, including registering the practice in the Organisation Register, registering to MyMedicare and BBPIP, and accessing eligibility assessments and payment details.

1

Setup the Organisation Register

First, you need your own individual Provider Digital Access (PRODA) account before you can be linked to or access an Organisation PRODA account:

- [Register for an individual PRODA account](#)
- [How to register a new organisation or join an organisation with PRODA using Australian Business Register \(ABR\) verification.](#)

For help, contact **PRODA**.

HPOS

Use the Health Professional Online Services (HPOS) to do business online.

[Go to service](#)

[Link identifiers](#)

2

You need your Organisation PRODA account to be linked to Health Professional Online Services (HPOS). Once linked, you will need to set up your organisation and practice site/s in the Organisation Register:

- [Setting up Organisation Register for program use.](#)

For help, contact **HPOS**.



Organisation Register

Important Note

When creating an Organisation Site record make sure to add **all** providers of the practice.

BBPIP registration

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Register for MyMedicare and BBPIP

In the Organisation site record, under the Program Registration tab:

- Select **MyMedicare** from the New Program dropdown and select **Add Program**.
- Complete the MyMedicare Registration Details.
- Complete the Declaration and select **Save**.
- Select **MyMedicare BBPIP** from the New Program dropdown and select **Add Program**.

Take note!

Banking details saved for MyMedicare also apply to BBPIP.

Individual providers must add their banking details for MyMedicare Incentives in HPOS.

Note: The Registration Start Date is the date the practice joins BBPIP. This should be the date the practice has commenced bulk billing services.

Accessing MyMedicare in HPOS allows practices and providers to view Eligibility assessments and Payment details for BBPIP.

Eligibility assessments

Eligibility assessments allow practices and providers to monitor and confirm **eligibility for BBPIP payment**.

There are **2 types** of assessments:

- **Forecast assessments** can be used for monitoring BBPIP eligibility during the quarter.
- **Final assessments** are used for final payment determination at the end of the quarter.

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Access eligibility assessments

To access eligibility assessments, practices and providers should:

- Log in to PRODA and access HPOS
- On the HPOS home page, select:

My programs > MyMedicare > View Payment Eligibility

MyMedicare

[View Payment Eligibility](#)

[Search Payment History](#)



[Patient List](#)

Check your MyMedicare eligibility and consider if the BBPIP accreditation exemption is applicable.

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Create a forecast assessment

On the Incentive assessments screen, select the **Forecast assessment** tab > Select the **BBPIP Incentive type** > Select the **Organisation site** or **Medicare provider number (MPN)** > Select **Forecast**.

- If there is no existing forecast, the forecast will be available within the Search assessments tab once completed.
- If there is an existing forecast, you will be taken directly to that forecast where you can Request a new forecast on that screen.

Incentive assessments

[Forecast assessment](#)

[Search assessments](#)

Incentive type (required)

Bulk Billing Practice Incentive Program

Organisation site (required)

Test Practice - 1111111111

[Forecast](#)

Bulk Billing Practice Incentive Program (BBPIP)

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Search for eligibility assessments

On the Incentive assessments screen, select the **Search assessments** tab > Select the **BBPIP Incentive type** > Select **Organisation site** or **MPN** > Select **Financial quarter** (if desired) > Select **Search**.

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View eligibility assessments

In the search results for a:

- forecast assessment, select **View forecast**
- final assessment, select **View assessment**.

Forecast assessment
Search assessments

Incentive type (required)
Bulk Billing Practice Incentive Program

Organisation site (required)
Test Practice - 111111111

Financial quarter
Select

Search
Clear

2 Bulk Billing Practice Incentive Program records found for organisation site 111111111.			
Assessment period	Assessed on	Incentive status	Actions
01/07/2025 - 30/09/2025 Forecast	10/08/2025	Eligibility met	View forecast
01/04/2025 - 30/06/2025	02/07/2025	Eligibility met	View assessment

Organisation site incentive assessment
Bulk Billing Practice Incentive Program

Organisation site
Test Practice - 111111111
1 Test Street, Adelaide SA 5000

Assessment period
Q4 2024-25
01 April to 30 June 2025
Assessed on 02 July 2025

Percentage bulk billed
✓
Eligible bulk billed services vs all services across linked providers

Days counted for payment
42
Days of eligibility within the assessment period

Requirements met
Practice payment
\$96,000
Excludes adjustments from previous periods

Organisation site requirements
Providers

Registered for MyMedicare?
✓ Yes: From 01/04/2024

Registered for Bulk Billing Practice Incentive Program?
✓ Yes: From 15/05/2025

All linked providers have entered their MyMedicare bank details?
⚠ No: Update bank account details for providers to receive payment. [View providers](#)

Important Note

Assessments include **key eligibility information** including bulk billing %'s for the practice and individual providers, and eligible service item details.

Payment details

Payment details allow practices and providers to view quarterly payment information shortly after the end of the quarter.

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Access payment details

To access payment details, practices and providers should:

- Log in to PRODA and access HPOS
- On the HPOS home page, select:
My programs > MyMedicare > Search Payment History.

MyMedicare

View Payment Eligibility
Search Payment History

Patient List

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Search for payment details

On the Search payment history screen, select the **BBPIP Incentive type** > Select the **Organisation site, MPN** or **Payment ID** (unique ID on your bank statement) > Select **Search**.

Search payment history

Incentive type (required)
Bulk Billing Practice Incentive Program

Search by
☒ Organisation site ☐ Payment ID

Organisation site (required)
Test Practice - 111111111

More search options

Search
Clear

13 payments found for Bulk Billing Practice Incentive Program.				
Payment ID	Organisation site	Assessment period	Sent date	Amount
BBPIP11111111 View details	TEST Practice - 111111111	01/04/2027 - 30/06/2027	02/07/2027	\$2,500.00

Payment details

Bulk Billing Practice Incentive Program
Payment ID: BBPIP11111111

\$2,500.00 Paid
Sent 02/07/2027

Recipient
Organisation site
Test Practice - 111111111
1 Test Street, Adelaide SA 5000

Bank account details
Account name
Test Practice
BSB number
123-123
Account number
1234 1234 1234 1234

Calculation details

	Amount	Assessment period	Assessed on	Reference	Action
Base claim	\$2,000.00	01/04/2027 - 30/06/2027	01/07/2027	2222	View details
Reassessment	-\$1,000.00	01/01/2027 - 31/03/2027	01/07/2027	3333	View details
Reassessment	\$1,500.00	01/10/2026 - 31/12/2026	01/07/2027	4444	View details

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View payment details

To view payment details in the search results, select **View details** on the relevant row.

Payment details will highlight an amount paid, an amount to be offset, or a failed payment.