

BULK BILLING PRACTICE INCENTIVE PAYMENT (BBPIP) PRACTICE 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.

READINESS CHECKLIST

TASKS TO DO Step 1: Planning your transition and registration

Understand the [requirements of participating in BBPIP](#) to inform your practice's participation.

Use the Bulk Billing Incentives [Calculator](#) to estimate if your practice will benefit from joining BBPIP. Explore more BBPIP [resources](#), including signage requirements, FAQs, fact sheets, BBPIP eligible services, and more to better inform yourself.

Document your change plan – [Contact NQPHN for support to develop your plan](#).

Plan team roles in the transition according to staff skills, interests and position.

Have a 'change team meeting' and [communicate upcoming changes](#) to the team.

Ensure all GPs at the practice are prepared to bulk bill all [eligible services](#) 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](#) from 1 November 2025, and ensure your practice bulk bills every [eligible service](#) from your BBPIP start date.

TASKS TO DO Step 2: Prepare your team

Discuss with your wider team what is changing and why.

Get staff ideas and feedback on proposed change plans and document in a [PDSA](#).

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).

TASKS TO DO Step 3: Review your signage and 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](#) (NHSD). Find information about [how to register on NHSD](#).

Ensure your practice is ready to comply with signage and advertising [requirements](#) of BBPIP.

TASKS TO DO 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](#).

Health Professional Online Services (HPOS) – access information [about HPOS registration](#).

The Organisation Register – more information [about the Org Register](#).

If you have never registered in PRODA and HPOS before, there is a sequence of steps you must follow to register for these systems - [Contact NQPHN for support](#).

The [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.

TASKS TO DO Step 5: Raise patient awareness

Display [RACGP BBPIP posters](#) (optional) and BBPIP decal (after 1 Nov or BBPIP registration).

Develop patient messaging (consider 'What's in it for them?').

The Organisation Register – more information [about the Org Register](#).

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 for Medicare patients](#).

Train reception staff in MyMedicare and Bulk Billing messaging.

Invite patients to identify your practice as their preferred practice for ongoing care by registering for [MyMedicare](#) (using the [MyGov](#) or the [registration form](#)). MyMedicare is voluntary for patients. Ensure your MyMedicare registration processes includes informed consent ([MyMedicare patient FAQ's](#)).

TASKS TO DO Step 6: Check in, review and celebrate

What is needed to embed the planned changes? What data will you use to monitor progress. Document in a [PDSA](#).

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!

More information

For more information, visit the [NQPHN Quality Improvement Hub](#) or contact the Primary Care Engagement Team at pce@nqphn.com.au