General Practitioner Fee for Service Agreement Information

This document provides a guide to the information required by Country Health SA Local Health Network (set out in sections A, B and C) for all general practitioners and GP Registrars contracted under a Country Health SA Local Health Network Rural General Practitioner Fee for Service Agreement (the Agreement). It contains important information relevant to:

- General Practitioners
- GP Registrars
- Practice Managers

Please read this document before completing the attached form.

Section A - Essential Information for Fee for Service

Introduction

The Essential Information for Fee for Service section enables Country Health SA Local Health Network (CHSALHN) to derive all the necessary information for developing an agreement or contract with you or your practice and setting up ‘Fee for Service Payments’. It requires key information such as the legal entity, the Australian Business Number (ABN), the medical practice details, the names of doctors working at the practice, and your bank details so we can pay you electronically.

Contracted Medical Practitioner & Nominated Medical Practitioner

In order to complete Section A, there are two key terms in the Agreement that you will need to know:

- ‘Contracted Medical Practitioner’ – this can be an individual doctor, a medical practice, a corporation or a trust; and
- ‘Nominated Medical Practitioner’ – this is a natural person, who is a medical practitioner nominated in the Agreement to provide services.

Section A requires you to provide the name of the ‘Contracted Medical Practitioner’. This is the name that will be entered into Schedule 1 (Item 1) of the Agreement.

Section A also requires you to list all the ‘Nominated Medical Practitioners’ providing services for CHSALHN. These names will be entered into Schedule 1 (Item 3) of the Agreement. All ‘Nominated Medical Practitioners’ must also provide their Australian Health Practitioner Regulation Agency (AHPRA) number.

Entity Determination

In order to determine the legal entity most suitable to your arrangements, the following may be of assistance. There are four main legal entities: Sole Trader, Body Corporate, Partnership and Trust.

Sole Trader

A sole trader is a natural person. If you are a sole trader, you are the only medical practitioner providing the services outlined in the Agreement. As a sole trader, you must provide your ABN in Section A.

As a sole trader you cannot enter into the Agreement in the capacity as a trustee, a partner in a corporation or in a partnership.

Body Corporate

A body corporate is a company which employs or has separate contracts with its ‘Nominated Medical Practitioners’. If your practice is operating as a body corporate you must provide the ABN and the Australian Company Number (ACN).

Partnership

A partnership is where a partnership deed exists between all ‘Nominated Medical Practitioners’. A partnership must provide its ABN and the partnership name in Section A.
Trust

A trust is where a trust deed exists and the provision of service is permitted under the trust and all ‘Nominated Medical Practitioners’ are employed or have separate contracts with the trust. A trust must provide its ABN and the trust name in Section A. A trust is to be in accordance with the rules in the trust deed. The trustee of a trust is able to be either a natural person or a body corporate.

Australian Business Number (ABN)

An Australian Business Number (ABN) is a unique number that identifies your business. You will need to provide your ABN in Section A. The Federal Government’s Business website (www.business.gov.au) provides useful information on how to register for an ABN, which you will need in order to register for the Goods and Services Tax (GST).

Australian Company Number (ACN)

Company names are registered with the Australian Securities and Investments Commission (ASIC) and are provided with an Australian Company Number (ACN). Before you register, you may wish to speak to a solicitor or accountant to discuss your needs. You will need to register your ACN first and then obtain your ABN. If you are a registered company, please provide your ACN in Section A.

Country Health SA Local Health Network hospitals & sites

There are 65 public hospitals and health services in country South Australia and 240 sites where services are provided.

In order for you to work in our hospitals and health services, we need to know where you are working. Please indicate in Section A all the hospitals and sites where you are currently providing services (eg Whyalla Health Services).

Medical Practice contact person

Section A requires you to provide the name of a contact person so our Credentialling and Contracts Team can discuss any concerns. This may be the doctor or a practice manager depending on your circumstances.

Payment details

In order for CHSALHN to make payments to you electronically, we need your Electronic Funds Transfer (EFT) details. Please provide in Section A, the name of your bank and its address (eg Westpac, Whyalla), your account name (eg Dr John Smith), the BSB number and your account number. A BSB number is a 6 digit number that identifies banks and branches within Australia. It stands for "Bank-State-Branch". Your account number can be found on your bank statements or on your cheque book. If you cannot locate your BSB or Account Name please contact your bank.

Section B - Recipient Created Tax Invoice (RCTI) Agreement

In order for Country Health SA Local Health Network (CHSALHN) to raise a tax invoice on your behalf the ‘Contracted Medical Practitioner’ needs to agree to the terms outlined in Section B – Recipient Created Tax Invoice (RCPI) Agreement and sign the declaration and return it to CHSALHN.

What is a RCTI Agreement?

The RCTI Agreement is an agreement between you as a ‘Contracted Medical Practitioner’ and CHSALHN.

It enables CHSALHN to do all the necessary paperwork, without the requirements of a tax invoice from you, the recipient. Generally, if GST applies to the payment there is a requirement for the supplier (eg the doctor) to issue a tax invoice.

CHSALHN will do this on your behalf - however in order to do so, we need a RCTI Agreement to be signed by you. The RCTI agreement authorises CHSALHN to write a tax invoice in respect of your services and calculate GST payments on your behalf.
In order for Fee for Service payments to be made to medical practitioners, as the payer, CHSALHN will calculate the value of the supply and send the payment details to the ‘Contracted Medical Practitioner’ listed under Schedule 1 (Item 1) of the Agreement.

Section C - Sole Trader and Superannuation

Section C is to be completed by those medical practitioners who operate as Sole Traders (see above for definition).

Please provide details of your superannuation fund including your policy or membership details and indicate whether you wish to make extra contributions. CHSALHN will then forward your contributions to your fund. You must also sign the Medical Practitioner Superannuation Contribution Declaration in Section C.

The fund you nominate must be a regulated superannuation fund under the Superannuation Industry (Supervision) Act 1993 but cannot be Super SA.