Policy

Guideline

Home Dialysis Electricity Concession

Policy developed by: Health System Performance Division
Approved at Portfolio Executive on: 15 December 2011
Next review due: 31 August 2018

Summary

The purpose of this guideline is to provide direction to staff who undertake the administrative process associated with the Home Dialysis Electricity Concession.

Keywords

Home Dialysis, Electricity Concession, Renal

Policy history

Is this a new policy? Y
Does this policy amend or update an existing policy? N
Does this policy replace an existing policy? N
If so, which policies?

Applies to

All SA Health Portfolio
All Department of Health Divisions
All Local Health Networks

Staff impact

Management,
All Clinical, Medical, Nursing, Allied Health,

PDS reference

G0112

Version control and change history

<table>
<thead>
<tr>
<th>Version</th>
<th>Date from</th>
<th>Date to</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>15/12/2012</td>
<td>Current</td>
<td>Original version</td>
</tr>
</tbody>
</table>

© Department of Health, Government of South Australia. All rights reserved.
Home Dialysis Electricity Concession

1. **Purpose/Background**

SA Health recognises that some people have higher than average electricity use in their home because they use equipment to support home dialysis for kidney disease, to maintain their health.

Dialysis is an artificial way of removing waste substances from the blood, a function usually performed by the kidneys.

There are two forms of dialysis that will be eligible for the concession when administered in the home, they are:

- Peritoneal dialysis
- Haemodialysis

The equipment required to administer dialysis are high energy using machines which can result in home dialysis patients suffering personal financial disadvantage compared with patients treated within a health setting\(^1\).

The concession is designed to assist in alleviating the financial burden on existing home dialysis patients as well as providing an incentive for any future dialysis patients considering their treatment options.

The concession amount has been aligned with other existing electricity concessions currently available in South Australia such as the energy concession for people on low income and the heating and cooling concession for low income earners who require heating and cooling in their home to prevent or reduce the symptoms and impact of Multiple Sclerosis (MS), Parkinson’s Disease or a number of other qualifying medical conditions.

2. **Responsibility**

**Chief Executive, SA Health** is responsible for ensuring a consistent approach to the access and application of the concession across SA Health.

**Executive Director, Health System Performance** is responsible for ensuring Local Health Networks are aware of the guideline and their associated responsibilities.

**Chief Executive Officers** of Local Health Networks are responsible for ensuring:

that the guideline is communicated to relevant staff
that the concession is promoted to relevant patients
that the guideline is complied with

Management within Hospital Renal Units are responsible for ensuring:
• staff comply with the guideline
• information is available to patients to inform them of the concession
• a register of each patient who has accessed the concession is maintained
• staff are aware of relevant months when the concession will be paid
• ensure all relevant paperwork is completed and forwarded to Shared Services by the required date

3. Guideline Detail

SA Health is committed to the provision of an electricity concession for people who require a kidney dialysis machine, where the concession eligibility has been approved by an SA Health Practitioner. This concession is to contribute to the electricity cost associated with the running of these machines.

3.1 Eligibility
An eligible individual will have the concession granted, provided that the person receives dialysis treatment in the home (peritoneal or haemodialysis) and eligibility has been supported in writing by a SA Health Practitioner.

The concession will not be granted if approval for the concession has not been authorised by a SA Health Practitioner.

The concession will be made available to all new and existing renal patients. Patients should be made aware of the rebate through the relevant SA Health Practitioner.

3.2 Concession rates
The annual concession amount has been aligned with pre-existing South Australian electricity concessions.

The concession amount is $165 per annum effective from 1 January 2012 and will be issued during April/May each year providing relevant forms have been administered in accordance with this guideline.

3.3 Administration

Initial Concession Payment
To enable the eligible person to claim the concession, the following forms need to be completed:
• Dialysis Concession application form (refer to Appendix A) includes a statement of supplier declaration required for taxation purposes and the authorisation from the treating SA Health Practitioner declaring the person is eligible for the concession.

• **Vendor Creation/Amendment form** – Payment cannot be issued to the patient until their details have been added to the Accounts Payable system. Note: the eligible person must provide their banks details on the claims form to enable Electronic Funds Transfer (EFT) to occur.

The vendor maintenance form is available from the following website


Health sites are required to have hard copies of the forms available for eligible patients to complete upon request.

A parent or guardian can submit an application on behalf of children under 18.

A person holding power of attorney, may sign the application on behalf of the applicant.

Incomplete or inaccurate applications may delay the date from which the concession may be paid; therefore it is essential that health sites check all forms prior to forwarding to Shared Services.

The completed forms must be forwarded to Shared Services in accordance with health sites normal delegation and accounts payable processes by the first Friday in March each year to ensure they are received in advance to facilitate payment in April / May.

**Subsequent Annual Concession Payments**

Each year the Dialysis Concession application form will need to be completed by the eligible person and SA Health Practitioner.

Where a patient has changed their details including the banking information a Vendor creation/amendment form will need to be completed.

The Dialysis Concession Application Form must be forwarded to Shared Services for processing in accordance with the health sites normal delegation and accounts payable process.
Documentation
Health sites are required to keep a copy of all paperwork in the patient’s medical records and originals should be sent to Shared Services for payment by the required date.

A register of all eligible persons receiving a concession must be established. The register should include as a minimum:

- Eligible person name
- Vendor Code (once provided by Shared Services)
- Date of birth
- Type of therapy – Home Haemodialysis / Automated Peritoneal Dialysis
- Date home dialysis commenced
- Date home dialysis ceased
- Date form sent to shared services for payment

3.4 Renewal of application
The health site has the discretion to request that the individual renew their application for the concession at any time but at a minimum of every 12 months.

3.5 Change in circumstances
The eligible individual must be made aware that any changes to their bank details or eligibility to receive the concession must be immediately reported to the health site.

Where an applicant’s eligibility has ceased during the year for which a full payment has already been made, no action will be taken to recover the overpayment.

4. Definitions

Concession: A concession is a reduction, discount, subsidy, rebate, waiver or exception provided by the government on the value of goods, services or associated fees to an individual, family, household or organisation. They are generally provided on the basis of low income, special needs or disadvantage, or some other special category such as age or war service.

Home in relation to this guideline refers to privately owned property or rented property where an individual resides. It does not include community supported residential facilities or aged care facilities.
5. **Associated Directives and/or Guidelines**

Domiciliary Oxygen Guidelines

6. **References**

**Department of Communities and Social Inclusion Concessions website**


Concessions include:

- **Energy concession** for people on low income based on a rate of $158 per year and will increase to $165 from 1st July.

- **Heating and cooling concession** provides additional financial assistance to people on low or fixed incomes who require medical heating and cooling in their home to prevent or reduce the symptoms and impact of Multiple Sclerosis (MS), Parkinson’s Disease or a number of other qualifying medical conditions. Concession amount is based on the current energy concession $158 and will increase to $165 from 1st July 2012. However it should be noted that patients on home dialysis are not eligible for this concession.

- Water concessions are available for people on low income. Concessions are based on 25% of total water bill with minimum and maximum amounts depending on whether you are an owner occupier or tenant (details below).

<table>
<thead>
<tr>
<th>Year</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum for owner occupier</td>
<td>$125</td>
<td>$155</td>
</tr>
<tr>
<td>Maximum for owner occupier</td>
<td>$235</td>
<td>$265</td>
</tr>
<tr>
<td>Minimum for tenants</td>
<td>$72</td>
<td>$90</td>
</tr>
<tr>
<td>Maximum for tenants</td>
<td>$182</td>
<td>$200</td>
</tr>
</tbody>
</table>

**Commonwealth – off setting the carbon tax Concession**


On the 10 July 2011 the Commonwealth Government announced the *Essential Medical Equipment Payment* which will provide assistance of $140 annually from 1 July 2012. It will be available to eligible Australians who experience additional increases in home energy costs under a carbon price as a result of the medical equipment use in their home to manage their disability or medical condition. The $140 is sufficient to cover the expected change in running costs for a kidney dialysis machine, which is the highest energy use machine covered by this payment.
Concession Claim Form

Please enter your personal details as they appear on your identification card.

<table>
<thead>
<tr>
<th>SECTION A: CONCESSION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: HOME DIALYSIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION A: Patient Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>Given Names:</td>
</tr>
<tr>
<td>Residential Address</td>
</tr>
<tr>
<td>Postal Address</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION B: Patient Payment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account name</td>
</tr>
<tr>
<td>BSB Number - Account Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION C: Declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>I declare that all the information provided by me on this form to be true and correct. I understand that payments will be issued on an annual basis. I will notify the relevant health site immediately if the information on this form changes. This payment is wholly of a private or domestic nature and does not require an ABN to be quoted.</td>
</tr>
<tr>
<td>Patient/Guardian Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION D: SA Health Practitioner Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Print)</td>
</tr>
<tr>
<td>Health site:</td>
</tr>
<tr>
<td>Authority and declaration</td>
</tr>
<tr>
<td>I confirm the above patient is eligible for the concession claim in accordance with the SA Health guideline.</td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION E: Accounts Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost centre</td>
</tr>
<tr>
<td>Delegate Name</td>
</tr>
<tr>
<td>Delegate Position</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>