

Checklist for Dental Practitioners

MBS Items 85011- 85986 – used by Dentists
MBS Items 86012- 86986 – used by Dental Specialists
MBS Items 87011- 87777 – used by Dental Prosthetists

- Dental practitioner is registered with Medicare Australia (has a Medicare provider/registration number)
- Patient has been referred by a GP using an appropriate referral form.
- Dental practitioner/receptionist has called Medicare Australia on 132 150 to check:
 - that the required GP care planning items have been claimed and paid; and
 - how much of the \$4,250 in Medicare benefits available has already been claimed for the period.
- Referral form placed on patient's file.

Where the patient has been examined/assessed (including diagnostic tests) and requires further work:

- Dental treatment plan including an itemised quotation of proposed charges provided to the patient.
- Copy or summary of treatment plan sent to referring GP (may be emailed).

Where the patient is bulk billed (Note: requirements may differ with electronic billing):

- Medicare approved bulk billing (assignment of benefit) form signed by patient and includes the information set out below under 'Billing details'.
- Completed claim forms sent to Medicare Australia.

Where the patient is billed directly – account is paid or unpaid:

- Itemised account/receipt given to the patient; includes the information set out below under 'Billing details'.

Billing details (Note: requirements may differ with electronic billing)

NB: Patients cannot be billed for services not yet provided

Bulk billing forms and patient's accounts and invoices must include the following information:

- Patient's name and date of service;
- Patient's Medicare number (only required for bulk billing);
- MBS item numbers (and/or MBS service descriptions) - **using items relevant to profession;**
- Dental practitioners details - name and Medicare provider/registration number, or name and practice address;
- Referring GP details - name and Medicare provider/registration number, or name and practice address;
- Date of GP's referral; and
- For each bulk billed service, the amount of the Medicare rebate (ie which is being assigned by the patient to the practitioner); or;
For patient accounts, the amount charged, total amount paid, and any amount outstanding.

Where dental practitioner refers patient onto another dental practitioner:

- There is no prescribed form for referrals between dental practitioners, but a written note or letter of referral is required. A copy of the initial (GP) referral form must also be attached or sent with the referral note/letter to the receiving dental practitioner.
- The original or a copy of the GP referral form is placed on patient's file (by both the referring and receiving dental practitioner).