



Reporting reminder: Workforce Incentive Program – Practice Stream (WIP-PS)

The WIP-PS provides financial incentives for eligible general practices to support multidisciplinary, team-based models of care across Modified Monash (MM) regions 1-7.

The financial incentives are paid directly to the practice. The incentives help with the costs of engaging nurses, midwives, Aboriginal and Torres Strait Islander health practitioners and workers, and eligible allied health professionals to become part of a multidisciplinary team.

If you deliver a program funded by the Australian Government, you are responsible for submitting accurate, up-to-date records so you can receive correct and timely payments.

WIP-PS standard quarterly payment cycles and your reporting requirements.

The WIP-PS incentives are paid quarterly as outlined in the below table.

| Payment quarter | Point-in-time month | Point-in-time assessment of eligibility | Reference period |
|-----------------|---------------------|---|--------------------------|
| February | January | 31 January | 1 November to 31 January |
| May | April | 30 April | 1 February to 30 April |
| August | July | 31 July | 1 May to 31 July |
| November | October | 31 October | 1 August to 31 October |

To receive your payment, you must review, update and confirm your Quarterly Confirmation Statement (QCS). QCS notices are generated on the first day of the point-in-time month. For example, November quarter QCS notices will be generated on 1 October. The QCS notices are issued to practices for review between days 1-15 of each point-in-time month.

If you confirm your QCS via Health Professional Online Services (HPOS), you have up until the point-in-time assessment of eligibility date (in above table) to confirm the accuracy. If you submit your QCS to Services Australia for manual processing, it must be submitted at least 7 days before the point-in-time date. For example, for the November quarter you have up until 24 October if submitted manually.

Practices that complete their QCS on time receive their payments by the end of the payment quarter month.

Accurately report health professional hours and provider details under the WIP-PS in your Quarterly Confirmation Statement (QCS).

When reporting hours worked by eligible health professionals in the QCS, you must:

- Report **average weekly hours** worked for each individual health professional for the relevant quarter. Do not report the total hours worked.
- Report hours in the hours:minutes (hh:mm) format, not decimal format.
- Ensure hours are reported as a **separate entry for each eligible health professional**, not totalled together and reported as one entry.
- Include the **identifier type and number, Australia Health Practitioner Regulation Agency (Ahpra) or Healthcare Provider Identifier-Individual (HPI-I)**. If you do not have an identifier, select 'not reported'.
- For enrolled nurse hours to be included in the payment calculation, practices must also report any direct or indirect supervisory hours performed by a Registered Nurse or Nurse Practitioner. These supervisory arrangements must be documented.

A step-by-step guide outlining this process and other resources about Incentive Programs is available at https://hpe.servicesaustralia.gov.au/IP_WIP.html

Why are General Practitioner (GP) provider numbers important?

GP provider numbers contribute to your incentive payment calculation. A practice's Standardised Whole Patient Equivalent (SWPE) value is a calculation of practice size. Services Australia calculates the SWPE value of WIP-PS practices using both eligible Medicare Benefit Schedule (MBS) data and DVA services provided to patients attending the practice during the quarter.

Factors included in SWPE calculation include:

- Practice Medicare (MBS) items claimed and dollar amount value
- Patient demographics such as age and gender.

GPs usually claim the most MBS items in general practice settings. For payments to accurately reflect your practice's workforce, you must:

- link **all** practice GPs and Nurse Practitioners, including any locum GPs, provider numbers to your practice's program record
- keep your records up-to-date in HPOS when staff change.

More Information

Workforce Incentive Program – Practice Stream:

www.health.gov.au/our-work/workforce-incentive-program/practice-stream

Services Australia:

www.servicesaustralia.gov.au/workforce-incentive-program-wip-practice-stream

Contact Details

For more information, contact Services Australia through
<https://www.servicesaustralia.gov.au/health-professionals-contact-information?context=20#incentiveprogrammes>