Bulk Billing Incentive Payment (BBPIP) – Practice Readiness 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.

To achieve	Tasks to do	Completed
Planning your transition and registration	• Understand requirements of participation in BBPIP to make informed decisions, visit link here • Ensure all GP's at the practice are prepared to bulk bill all eligible services to comply with BBPIP requirements • Use the Bulk Billing Incentives Calculator to determine if practice will benefit from joining BBPIP • Plan team roles with the change, according to staff skills, interest and position • Have a meeting with staff to communicate the change • As a team, plan key activities and timelines in the lead up to 1 Nov 2025 and beyond. • Register the organization in the Organisation Register from 1 November 2025	☐
Prepare your team	• Discuss with the wider team what is changing, and why • Get staff ideas and feedback on proposed changes • Plan regular meetings of the change team to track progress • Communicate progress regularly with the team (noticeboard, email, group chat, meetings) • Discuss the upcoming changes with your stakeholders	☐
Review signage and advertising	• Do stocktake on existing signage and advertising materials • Review practice website, phone messages, patient information and update to include bulk billing information • Register as fully bulk billing practice in the National Health Services Directory (NHSD).	☐
My Medicare, accreditation and	To be eligible for MyMedicare, general practices must provide Medicare services and be registered with:	

systems check	• PRODA – access PRODA information here • HPOS – access HPOS services here • The Organisation Register – more information on the Org Register here • If you have never registered with PRODA and HPOS before, a step by step guide is available here and here • The National General Practice Accreditation Scheme: Non-accredited practice 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 requirement if they wish to register with MyMedicare and participate in the BBPIP.	☐
Raise patient awareness	• Consider patient messaging • Identify any services your practice may not bulk bill, and develop communication for patient (e.g. procedural items, non-GP items, diagnostic items). BBPIP Practices must bulk bill all eligible services. • Provide training to reception staff on MyMedicare and Bulk Billing messaging • MyMedicare patient communication posters available from NT PHN – contact practicesupport@ntphn.org.au	☐
Check-in, review and celebrate	• Consider what is needed to embed the planned changes? What data will you need to monitor progress? • Update processes, workflows, position descriptions and policy and procedure manuals • Plan the next steps for the practice and schedule review points to check progress, identify changes needed and celebrate success with the team.	☐