

Brisbane MIND - Quick procedures for psychologists

Brisbane MIND contacts

Invoicing	Suzanne Stack Ph 07 3630 7323 suzanne.stack@gppartners.com.au
Payment	Julie Hartley Ph 07 3630 7332 julie.hartley@gppartners.com.au
Purchase orders	Amanda Abbott Ph 07 3630 7345 amanda.abbott@gppartners.com.au Tue/Wed/Fri 8:45 am-2:15 pm
Other matters	Mental Health Coordinator Ph 07 3630 7339
Brisbane MIND	Secure Electronic Message – GPpartners, Brisbane MIND Fax 07 3630 7839 Post PO Box 845, Lutwyche, Qld, 4030

Referrals and Purchase Orders

- GPs are asked to refer patients who have a **health care** or **pensioner card**. (In some cases, patients who are financially disadvantaged without a card may be referred). It is not the psychologist's responsibility to check card status.
- GPs are encouraged to prioritise referring patients from the following groups:
 - Homeless (or at risk of) – [Service provided free to patient – no co-payment]
 - Aboriginal or Torres Strait Islander [Service provided free to patient – no co-payment]
 - Peri natal depression/anxiety
 - Youth under 25 years
 - Aged over 65 years
 - Alcohol and drug co morbid
 - Culturally and linguistically diverse.
- Due to limited access, referrals must be initiated by the GP (not the psychologist).
- GP faxes psychologist *Brisbane MIND Referral to Psychologist* form and copy of mental health treatment plan or review.
- GPpartners receives GP paperwork: Brisbane MIND Minimum Data Set and Patient Privacy & Consent Form.
- Upon receipt of these a purchase order is issued to the psychologist (via email or fax) **authorising patient service delivery/payment. Patient treatment can then proceed. Please do not proceed with treatment unless you have received a purchase order.** Purchase orders are valid for 6 (six) months from date of issue.
- If you receive a Brisbane MIND *Referral to Psychologist* form but have not received a purchase order from GPpartners, or have a patient who says they have been referred by Brisbane MIND, **please phone or email us to enquire about the referral.** We need the patient name and referring GP in order follow-up the referral
- GPpartners will follow up with GP (this may take up to 2 working days to process once paperwork GP is received).
- At the patient's first session, please advise they have 6 (six) months in which to access treatment.
- GPpartners will notify you if the patient has not attended after 3 months from date of issue of the purchase order, or from last invoiced attendance date. GPpartners will complete or cancel the purchase order
- Patients are required to contact you to make an appointment.
- If patients do not contact you after 2-3 weeks, contact the GP (or GPpartners to access GP details) to follow up, if that is your usual process.
- Please advise GPpartners when patients do not make contact within 2 months of the purchase order issue date. GPpartners will cancel the purchase order, making funds available for other patients

Treatment and Invoicing

- Arrange session times with patients, for six one-hour sessions.
- A compulsory patient co-payment of \$15 is payable directly to Psychologist at each session. However, if the patient is homeless [or at risk of] OR Aboriginal or Torres Strait Islander, the co-payment is \$0. In this case full fee of \$120 per session is authorised via the purchase order.
- Psychologist completes **OUTCOME MEASURES** both **pre** and **post** TREATMENT: **Depression Anxiety Stress Scale** (DASS21 or 42) or the **Edinburgh Post Natal Depression Scale** (EPDS) for women with perinatal depression; or the **SDQ** for **children 5-17yrs** <http://www.sdqinfo.com/>. Enter scores on **psychologist closure form**.
- Psychologist invoices GPpartners (preferably **fortnightly** or at end of the month) at an agreed hourly rate of \$105 per session (inclusive of all work related to the session) or \$120 for homeless.
- It is at the discretion of the psychologist whether GST is charged. Seek advice from your accountant and indicate GST on your invoice in accordance with normal GST legislation.
- Provide tax invoices (**fortnightly** or monthly) along with *Psychologist Closure* forms (see closure section) to GPpartners Ltd (ABN 68 111 238 585) by **Fax** | 07 3630 7389 or **Mail** | GPpartners, PO Box 845, Lutwyche, QLD, 4030.
- Include the following information:
 - Psychologist name
 - ABN
 - Patient name
 - Purchase order number
 - Patient session date and session number
 - Referring GP name
 - Banking details for payment.
- On receipt of invoice GPpartners will direct debit payment to account & forward payment notification (by email).

Non-attendances or cancellations

- GPpartners will pay \$52.50 for maximum of one session ONLY where the patient fails to attend or cancels with less than 24 hours notice (or \$60 for homeless patients).
- The paid cancelled session is recorded as one of the maximum six sessions the patient is entitled to receive.
- The patient forfeits access to the remaining funds for that session.
- If a patient fails to notify or attend further sessions without adequate notice, it is at the psychologist's discretion whether they will continue to see the patient.

Closure

- If Psychologist chooses to cancel the treatment or remaining sessions with the patient, inform the referring GP and send GPpartners a *Psychologist Patient Closure* form.
- **Psychologist Patient Closure form with Outcome measure scores:** After each set of 6 sessions (or when treatment has ceased), Psychologist faxes, posts or sends by secure electronic message (GPpartners, Brisbane MIND) with recorded **pre and post DASS21 or 42 subscale** scores and the **K10 post score**; or for **perinatal depression** the **pre & post EPDS scores**; or for **children 5-17yrs pre and post SDQ scores** <http://www.sdqinfo.com/> Payment final or 6th session invoice will be made upon receipt of psychologist closure form.
- Psychologist provides referring GP with a brief psychological report.
- Psychologist encourages patient to phone the GP to make appointment for the mental health review.
- If further treatment is recommended, the GP may refer via Brisbane MIND again if they have access to referrals or via Medicare. Medicare and/or Brisbane MIND psychological services **ADDED TOGETHER** should not total more than 18 sessions per calendar year per patient.