

GP case conferencing

Summary of explanatory notes and web links

Case conferencing prepared by a GP				
	Organise and coordinate a Community Case Conference #740, #742, #744	Lead and coordinate a Case Conference for a patient with cancer #871	Organise and coordinate a Case Conference in a Residential Aged Care Facility (RACF) #734, #736, #738	Organise and coordinate a Discharge Case Conference #746, #759, #757
Steps that must be taken to claim the Medicare item	<ul style="list-style-type: none"> Obtaining and recording patient consent Recording names of participants, date, start/end times, and minutes Discussing the patient's history and identifying their needs Identifying outcomes to be achieved by members of the team, and tasks that need to be undertaken by each member Assessing whether previously identified outcomes (if any) have been achieved Placing all notes in the patient's medical record and offering copies to the patient, carer, and members of the team Discussing outcomes with the patient 	<ul style="list-style-type: none"> Coordinating the participation of at least three other medical practitioners from different areas of medical practice, and allied health practitioners if appropriate Ensuring that at least one of the practitioners has explained the nature of the meeting, gained patient consent for it to occur and for information to be shared with members of the conference team, and explained any associated fees Leading the development of a multidisciplinary treatment plan 	<ul style="list-style-type: none"> Obtaining and recording consent Organising participants, which must include a medical practitioner and at least two other members, each of whom provides a different kind of care to the patient Recording participant names, date, start/end times, and minutes Discussing the patient's history and identifying care needs Identifying outcomes to be achieved by team members and tasks that need to be undertaken by each Assessing whether previously identified goals have been achieved Placing all notes in the patient's medical record and offering copies to the patient and/or their carer, to the patient's regular GP if not a member of the team, and to the facility Discussing outcomes with patient 	<ul style="list-style-type: none"> Obtaining and recording consent Organising participants, which must include a medical practitioner and at least two other members each of whom provides a different kind of patient care Recording participant names, date, start/end times, and minutes Discussing the patient's history and identifying their needs Identifying outcomes to be achieved by members of the team and tasks that need to be undertaken by each member Assessing whether previously identified outcomes (if any) have been achieved Placing all notes in the patient's medical record and, with patient consent, offering copies to the patient and/or their carer, to the patient's regular GP if not a member of the team, and to the hospital Discussing outcomes with the patient
Medicare rules relating to frequency of service	Not more than 5 case conferences in a 12-month period	Not more than 2 cancer case conferences per patient in a 12-month period	Not more than 5 case conferences in a 12-month period	Not more than 5 case conferences in a 12-month period
Role of the GP	<ul style="list-style-type: none"> Being a member of the case conference team (this cannot be delegated) Discussing outcomes with the patient Medical components that cannot be delegated 	<ul style="list-style-type: none"> Ensuring the patient understands what is to occur and has provided consent Leading the development of the treatment plan 	<ul style="list-style-type: none"> Being a member of the case conference team (this cannot be delegated) Discussing outcomes with the patient Medical components that cannot be delegated 	<ul style="list-style-type: none"> Being a member of the case conference team (this cannot be delegated) Discussing outcomes with the patient Medical components that cannot be delegated
Roles that can be performed by practice nurses (PNs) or Aboriginal health workers (AHWs) on behalf of and under the supervision of a GP	<ul style="list-style-type: none"> Gathering and documenting relevant information for the GP Making arrangements for services Managing appointments system 	<ul style="list-style-type: none"> Gathering and documenting relevant information for the GP Contacting other providers Making arrangements for services Managing appointments system 	<ul style="list-style-type: none"> Gathering and documenting relevant information for the GP Making arrangements for services Managing appointments system 	<ul style="list-style-type: none"> Gathering and documenting relevant information for the GP Making arrangements for services Managing appointments system
Main information web link	Case conferencing: www.health.gov.au/internet/main/Publishing.nsf/Content/health-epc-caseconf.htm Cancer case conferencing: www.nbcc.org.au/bestpractice/resources/MDCC_informationaboutthen.pdf			

All information is current as at September 2008. Health professionals intending to use these items should refer to the Medicare Benefits Schedule (MBS) book for more comprehensive information, including the MBS requirements for each item. Alternatively, they can search for specific items at www9.health.gov.au/mbs or telephone Medicare Australia on 03 9605 7964 or contact the local Division of General Practice.

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