

- Must be on printed stationery. Items with an asterisk (*) above must not be hand written. If the receipt is produced electronically, it should be signed at the time of issue by the provider of that service. Some health funds stipulate the actual size of the receipt being a minimum paper size of A5.

The receipt should be set out as follows.

<h2 style="margin: 0;">TAX INVOICE</h2> <p style="margin: 0;">No.: 0001234</p>	<div style="border: 1px solid black; width: 80px; height: 60px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> Business Logo </div>	<p style="margin: 0;">Provider Name</p> <p style="margin: 0;">Clinic Address</p> <p style="margin: 0;">Clinic Phone</p> <p style="margin: 0;">ABN</p> <p style="margin: 0;">ATMS Number</p> <p style="margin: 0;">Provider Number</p>																			
<p>Date _____</p> <p>Client Name _____</p>																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 80%;">Consultation / Service / Treatment / Remedies Provided including Duration</th> <th style="width: 20%;">Fee</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td style="text-align: right;">Consultation / Treatment</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: right;">Products / Remedies</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: right;">GST</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: right;">Paid</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: right;">Balance</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>		Consultation / Service / Treatment / Remedies Provided including Duration	Fee							Consultation / Treatment	\$	Products / Remedies	\$	GST	\$	Total	\$	Paid	\$	Balance	\$
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Balance	\$																				
<p>Provider Signature _____</p> <p>Date of Issue _____</p>																					

Payment of benefits / rebates may not be paid by health funds in the following circumstances:

- Where services or treatments are performed to self, family members, business partners or people not independent of the practice.
- Where services or treatments are not performed in a private practice setting.
- Where services or treatments are not recognised by the health fund.
- Where services or treatments are performed in which inaccurate or incorrect information is supplied.
- Where service or treatment costs are subsidised by another business or authority.
- Telephone, mail or internet consultations or written reports:
- Where services or treatments are performed in a mobile work setting including markets, corporate or hotels.
- For herbs, remedies and other medicines or products provided during the consultation.
- Where there is more than one initial consultation per course of treatment.
- Where more than one consultation or attendance by the Provider occur on any single day. Multiple services or treatment on the same day may attract one service or treatment benefit only.
- Where the client does not have appropriate cover.
- Where claims for benefits are not lodged with the fund in their specified timeframe.

