

The 4 Pillars to remain current with Health Fund Registration

1. Maintain ATMS Membership
2. Maintain current First Aid
3. Maintain current Professional Indemnity Insurance (Chinese Medicine practitioners require a minimum of 5million and Remedial Massage practitioners require a minimum of \$2million)
4. CPE (continuing professional education) ATMS accept CPE's completed that enhance clinical practice however Health Funds require CPE to be modality specific)

ACUPUNCTURE AND CHINESE HERBAL MEDICINE PRACTITIONERS MUST HOLD CURRENT AHPRA REGISTRATION

Working With Children

Practitioners working with under 18's MUST hold a current WWC (Working With Children Check) in their practising state. Please send ATMS a copy to info@atms.com.au Additionally, to holding a current WWC, ATMS require that the parent of the child or guardian MUST be present during the consultation.

Please forward ASAP all renewals to prevent disruption of your provider registration, of your insurance, first aid, AHPRA registration and WWC to info@atms.com.au as ATMS must hold a current copy at all times for health fund compliance.

***Lapsed membership, insurance or first aid, or non-compliance with CPE, will result in a member being removed from the health funds list. As health funds change their provider eligibility requirements at any given time, upgrading qualifications may be necessary to be re-instated with some health funds.**

Clinical Records

Please note that whilst there is no law or regulation requiring patient clinical notes to be taken in English, many of the major health funds do require patient clinical notes to be taken in English. **Failure to do this will be a breach of the Health Funds Terms and Conditions and may result in the practitioner being removed as a provider for that health fund.**

Receipting Information

- Medibank/AHM do not accept handwritten receipts (As of April 2021), they must be electronic.
- Sample receipt can be found on our website in the Health Fund tab
- Receipts must be numbered.
- Only one modality per day can be claimed by a client.

Treating Family, Partners and Business Partners of the Clinic

Health Funds do not permit the payment of benefits if the treated member is a partner, dependent, parent, sibling, or business partner of the servicing provider.

By definition, provider can only perform one initial consultation with a member. Initial consultations attract a higher benefit than a subsequent consult. Only one 'initial consult' is allowed for any patient per condition.

Health Fund Clinic address requirements

It is **MANDATORY** that you provide the full clinic address with the street number, street name, suburb, state, and post code, phone number and email address. No PO Boxes acceptable. All updates are forwarded to the health funds by ATMS.

***Note** Medibank have a limit of 3 clinic addresses for Remedial Massage practitioners and Bupa have a limit of 4 clinic addresses regardless of the modality.

SHARING PROVIDER NUMBERS IS FRAUD AND AGAINST THE LAW

An Accredited member must never allow anyone to use their provider details, as this constitutes health fund fraud. Health fund fraud is a criminal offence which may involve a police investigation and expulsion from the ATMS Register of Members.

NO HEALTH FUNDS REBATE MOBILE

Mobile Services are services at Hotels, Markets, Retreats or Corporate.

HOME VISITS

Health Funds that do accept home visit services for rebates are: Aust Unity, CBHS, GU Health and NIB. Home Visit must be Stamped or pre-printed on the receipt.

GIFT VOUCHERS

Most Health Funds do not accept Gift Vouchers as the person receiving the treatment did not pay for the service. It is up to the Health Fund should they recognise it.

BEING A PROVIDER IMPLIES ACCEPTANCE OF THE TERMS AND CONDITIONS FOR THE HEALTH FUNDS.

It is of note that the health funds require practitioners to be in private practice. Some health funds will not recognise claims where accommodation, facilities or services are provided or subsidised by another party such as a public hospital or publicly funded facility. Rebates are only claimable for the face-to-face consultation (not the medicines or remedies); however, this does not extend to mobile work including markets, corporate or hotels.

ONLINE OR PHONE CONSULTATIONS ARE NOT RECOGNISED FOR HEALTH FUND REBATES.

Please be aware that whilst a health fund may indicate that they provide a rebate for specific modalities, this rebate may only be claimable if the client has the appropriate level of health cover with that fund and has not exceeded any limits on how much they are eligible to claim back over a certain period of time.

ACUPUNCTURE & CHINESE HERBAL MEDICINE OVERSEAS QUALIFICATION (health funds do not accept any other modality completed overseas)

Health Funds do accept overseas Acupuncture and Chinese Herbal Medicine qualifications. The below documents are required:

- VETASSES letter stating the qualification is equivalent/comparable to the Australian BA Health Science TCM/Acupuncture
- Genuine Letter this states that the qualification is a genuine qualification
- IELTS Overall Band Level 7 in English Competency (Bupa only)

Australian Health Management (AHM)

Names and details of eligible ATMS members will be sent to AHM. Provider numbers will be populated in the member portal.

HBF– Hypnotherapy

Names and details of eligible ATMS members will be sent for this modality each month.

Australian Unity

Names and details of eligible ATMS members will be sent to Australian Unity. ATMS members will need to contact Australian Unity initially on 1800 035 360 to register as a provider and to receive provider numbers.

BUPA

Names and details of eligible ATMS members will be sent to BUPA. Provider numbers will be populated in the member portal.

CBHS Health Fund Limited

Names and details of eligible ATMS members will be sent to CBHS. Use your ATMS member number as your provider number e.g ATMS23345.

For Acupuncture and Chinese Herbal Medicine services, please use your AHPRA number minus the 0's for e.g if your AHPRA number is CMR0001731686 you would use CMR1731686 as your provider number.

Doctors Health Fund

Doctors health fund will use the ARHG provider list to recognize the provider. Use your ARHG Provider number as your provider number. Please note that Doctors Health Fund only covers Remedial Massage.

HCF

Names and details of eligible ATMS members will be sent to HCF. Use your ATMS member number as your provider number e.g. ATMS23345.

Medibank Private

Names and details of eligible ATMS members will be sent to Medibank Private. Provider numbers will be populated in the member portal as well as emailed directly to the practitioner as an attached letter. This letter is required for HICAPS Registration.

NIB including APIA, AAMI Health Insurance, Qantas Health Insurance & GU Health

Names and details of eligible ATMS members will be sent to NIB. Use your ATMS member number as your provider number e.g ATMS23345 except for GU Health. Members are required to contact GU Health directly on 1800 249 966 to register as a provider and to receive a provider number.

Australian Regional Health Group (ARHG) Refer to Health Funds Table for the individual funds listed under ARHG.

Details of eligible members are sent to ARHG.

The ARHG provider number is based on your ATMS number with additional lettering. To work out your ARHG provider number please follow these steps:

- 1** Add the letters AT to the front of your ATMS member number
- 2** If your ATMS number has five digits go to step 3. If it has two, three or four digits, you need to add enough zeros to the front to make it a five-digit number (e.g. 123 becomes 00123).
- 3** Add the letter that corresponds to your accredited modality at the end of the provider number;
 - A** Acupuncture
 - C** Chinese Herbal Medicine
 - U** Nutrition
 - Y** Myotherapy
 - R** Remedial Massage
 - M** Massage Therapy

For e.g., If your ATMS member number is 123 and accredited for Acupuncture, the ARHG provider number will be AT00123A.

▼ Special condition applies for Remedial Massage for the below funds under ARHG:

- Defence Health ▼
- GMHBA ▼ (*Including Frank Health Fund*)
- HBF
- AIA Health ▼

ARHG -CHINESE MASSAGE

ARHG recognise do not recognise Chinese Massage. They categorise it as Remedial Massage. For members that hold a Govt Accredited HLT Diploma of Chinese Remedial Massage HLT50102, HLT50107 or HLT50112 are required to use the 'R' status.

Most Funds recognise the 'R' status however there is a couple that prefer the M status, refer to the health funds table.

HICAPS

ATMS members who wish to activate these facilities need to register directly with HICAPS. *HICAPS do not cover all health funds and modalities. Please go to **www.hicaps.com.au or call 1800 805 780** for further information.*