

Simplified Billing Kit

In this kit you will find:

- Latrobe health Services Medical Practitioners Guide To Simplified Billing
- A Registration Form
- Details Alteration Form
- Just Ask Brochure
- Batch Headers Pad
- Claim Forms Pad

Claim requirements:

Latrobe Health Services provides “Known Gap” cover under an MPPA. All Simplified Billing Claims are required, under legislation, to include evidence of Informed Financial Consent (IFC), even if you are not charging a “Gap” to our member. We understand that many practitioners choose to provide their own stationery rather than keeping a supply from each different Health Fund. If you choose to submit claims without the stationery we have provided please be mindful of our requirement regarding proof of IFC. If your claims come to us without this information, or without a signature on the declaration, we may return the claim to you for further clarification and or completion.

All practitioners submitting claims via Simplified Billing must be registered with Latrobe Health Services. Any new Provider Numbers issued by the Health Insurance Commission must be notified to Latrobe Health Services and registered accordingly. At any time you can alter details such as contact numbers and postal addresses by completing an Alteration Form.

Payment of Claims:

Two payments types are available.

- Cheque
- Direct Credit to any nominated Bank, Building Society or Credit Union Account. Direct Credit facilities are not currently available to Credit Card Accounts.

Benefit statements are provided irrespective of which payment method you select. Your payment method can be varied at any time by completing an Alteration Form.

Amount of Benefit you will receive:

This is detailed on our “Medical Practitioners Guide To Simplified Billing”. Latrobe Health Services does not have its own Schedule of Fees and Charges. Our payments are a percentage in addition to the Medicare Scheduled Fee and these percentages are based on the speciality of the practitioner. Because we provide a percentage based benefit we do not produce our own booklet of benefit amounts. To calculate the amount you will receive from LHS simply use the current Medicare Benefits Schedule and add the applicable percentage to the Scheduled Fee.

Privacy:

At Latrobe Health Services our commitment is to handle personal information in a way that is consistent with our Privacy Policy and our obligations under the National Privacy Principles. If you would like more information concerning our information handling practices, please contact our Privacy Officer.

How to contact us:

Latrobe Health Services operates from 9am to 5pm on weekdays. We are closed on weekends and on all Public Holidays. You can reach us by:

- Telephone ~ 1300 362144
- Mail ~ P O Box 41 MORWELL 3840
- Fax ~ 03 51289289
- E-Mail ~ info@lhs.com.au
- Internet ~ www.latrobehealth.com.au