Quick tips on managing the General Practice in Aged Care Incentive (GPACI)

- Learn more about GPACI.

For the Incentive Period:

o **DO** select **Set period** and add a **Start Date** to add the Incentive to a patient's MyMedicare profile.

o **DO NOT** add an **End Date** to the Incentive period. When a patient is withdrawn from the MyMedicare program, the system will automatically end the Incentive period.

o **DO NOT Amend** the Start Date for the Incentive period, unless it was incorrect and you understand the impact to payments.

o **DO NOT Amend** the Incentive period at the start of every new quarter.

o **DO NOT Delete** the Incentive unless it was added to the patient's MyMedicare profile in error.

For the Responsible Provider:

o **DO Add** the Responsible Provider and add a **Start Date**.

o **DO NOT** add an **End Date** for the Responsible Provider. If a new Responsible Provider is added, the system will automatically end the previous Responsible Provider.

o **DO NOT Amend** the Start Date for the Responsible Provider, unless it was incorrect and you understand the impact to payments.

o **DO NOT Remove** the Responsible Provider unless they were added in error.

For the Patient:

o **DO Register** the patient for the MyMedicare program as soon as possible and no later than 28 days after receiving the consent form (or they can register themselves online).

o **DO Add** GPACI to the patient's MyMedicare profile (as above).

o **DO Add** a new Responsible Provider if required (**only** add a Start Date, do **not** add an End Date). Adding a new Responsible Provider will automatically end the previous one.

o **DO Add** an Incentive period End Date **if** the Patient asks to no longer be part of GPACI (Note, this is very unlikely).

o **DO Withdraw** the patient **if** they ask to no longer be part of the MyMedicare program or are deceased. This will automatically end the Incentive.

o **DO NOT Remove** a Responsible Provider. It is important that previous relationships are maintained, even if the patient has a new Responsible Provider added, no longer wants to be involved in GPACI or MyMedicare, or is withdrawn from MyMedicare. Removing responsible providers will impact reassessment of past payments.

o **DO NOT Move** a patient to a new Organisation Site unless you understand the impact to payments. Moving a patient resets their MyMedicare registration date and restarts them in Quarter 1 for GPACI.

o **DO NOT Delete** GPACI from a patient's MyMedicare profile unless the Incentive was added in error. If the patient is deceased, **withdraw** them from MyMedicare but do **not delete** the Incentive.

Contact details

For MyMedicare incentive inquiries, contact Services Australia's MyMedicare Provider Enquiry Line on 132 150 (*select option 2*), or the Incentive Programs line on 1800 222 032.

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