Australian Government

HLTADM004 Manage health billing and accounting system

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Minimal changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency.

Application

This unit describes the skills and knowledge required to implement and monitor a billing and accounting system in a health practice, with consideration of client accessibility, practice viability and regulatory and legislative requirements.

This unit applies to health practice administrators working in a coordination or management role.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Implement and monitor billing system	1.1 Integrate regulatory and legislative requirements into billing systems
	1.2 Evaluate payment options and equipment requirements to optimise ease of payment and client accessibility
	1.3 Identify possible payment barriers that may prevent client access to practice services and develop billing strategies to best address barriers
	1.4 Identify payment requirements to meet the viability and cash flow needs of the practice

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
	1.5 Identify and respond to the accountability and reporting requirements for supported and special payment schemes
	1.6 Evaluate, select and implement systems and procedures that will support the billing and payment system
2. Develop and implement client debt recovery strategy	2.1 Determine debt tolerance of the practice based on evaluation of business information
	2.2 Evaluate strategies to reduce likelihood of client debt load given client population
	2.3 Select and develop ethical debt recovery strategies
	2.4 Monitor debt and adjust debt recovery policy and practices accordingly
3. Manage information and data required to maintain subsidy payments	3.1 Interpret and evaluate the information and data requirements to maintain subsidy payments
	3.2 Develop systems to collect data with minimal interruption to practice functions
	3.3 Manage information and data requirements to meet quality and timeframe requirements
	3.4 Develop necessary reports and data in the prescribed manner

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705