Assessment Requirements for HLTADM011 Manage health billing and accounting system

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- manage an accounting system that meets regulatory requirements for at least one health practice for three billing cycles.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legal and ethical considerations for health practice billing:
  - codes of practice
  - policy frameworks
  - privacy, confidentiality and disclosure
  - records management:
    - reporting for supported and special payment schemes
    - information and data requirements for subsidy payments
- types of billing options available to health practices and the requirements to implement these:
  - bulk billing
  - direct debit of health insurance components
  - cash payment
  - credit card payment
- features of products, systems and initiatives that support health billing systems:
  - software
  - staff training and support
  - systems support
- client payment issues and considerations for health practices:
  - barriers to prompt and complete payment
  - barriers that may prevent access to health services
  - strategies to reduce likelihood of client debt load
  - payment options for clients and suppliers
- debt recovery systems and practices

- cash flow needs of the practice and associated payment requirements to ensure viability of the practice.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- use of suitable facilities, equipment and resources, including:
  - computerised billing system
  - client records
- regulatory requirements
- modelling of industry operating conditions.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

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