



**Australian Government**

# **HLTADM011 Manage health billing and accounting system**

**Release: 1**

# HLTADM011 Manage health billing and accounting system

## Modification History

Not applicable.

## 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 or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## Competency Field

Health Administration

## Unit Sector

Health

## Elements and Performance Criteria

### ELEMENTS

*Elements describe the essential outcomes*

1. Implement and monitor billing system.

### PERFORMANCE CRITERIA

*Performance criteria describe the performance needed to demonstrate achievement of the element.*

- 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.
- 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 to support the billing and payment system.
2. Develop procedures for actioning outstanding accounts.
    - 2.1. Identify outstanding accounts of the practice according to organisational policies and procedures.
    - 2.3. Select and utilise strategies for ethical recovery of outstanding accounts.
    - 2.4. Monitor and adjust outstanding accounts according to organisational policies and procedures.
    - 2.5. Document adjustments to accounts and report to the supervisor according to organisational policies and procedures.
  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. Generate reports and data according to organisational policies and procedures.

## Foundation Skills

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

## Unit Mapping Information

Supersedes and is not equivalent to HLTADM004 Manage health billing and accounting system.

## Links

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