



Practitioner Review Program

A guide to preparing a written submission

As part of Medicare Australia's Practitioner Review Program, if concerns remain after a period of review, or if a period of review is not offered, a Medicare Australia Senior Medical Adviser will participate in the process. The Senior Medical Adviser is empowered to make a request to the Director of Professional Review Service (PSR) to review a practitioner's service provision.

If the Senior Medical Adviser participates in your review and considers that concerns remain, you will be invited to provide a written submission explaining your practice profile.

Why does Medicare Australia's delegate ask for a submission?

By inviting you to write a submission, Medicare Australia is giving you another opportunity to respond to our concerns. This can help the Senior Medical Adviser to better understand your practice and the reasons for the differences in your practice profile. The outcome of the Senior Medical Adviser's consideration of your submission will either be to request the Director of PSR to review your service provision or to take no further action.

Do you have to write a submission?

No, the choice whether to provide a submission is yours.

What happens if you don't write a submission?

The Senior Medical Adviser will decide whether or not concerns remain based on available information. If he or she decides that the concerns remain, then a request will be made to the Director of PSR to review your service provision.

Some suggestions for preparing your submission

1. Consider the reasons for Medicare Australia's concerns and address each concern with supporting data. Consider whether you can provide any additional information about your practice which might address the concerns.

2. Only include information relevant to Medicare Australia's concerns. If you are not sure, include the information and explain why you think it is relevant.
3. Provide evidence rather than anecdotes. You may want to draw from the data Medicare Australia provides you to help illustrate your response. You may also consider commenting for example, on particular interests and skills you have, your patient demographics or specific characteristics of the locality in which you practice. Do not send copies of clinical records as these cannot be considered.
4. Consider whether testimonials are useful. If you include testimonials they should be relevant and specific to Medicare Australia's concerns.
5. Keep it succinct. Your submission will be more effective if the most relevant points are explained clearly and succinctly. If your submission is lengthy it would help to provide an index and a summary of key points at the beginning.

For more information

Online www.medicareaustralia.gov.au then **For health professionals > Doing business with Medicare Australia > Compliance > Practitioner Review Program.**

www.psr.gov.au

Email info@medicareaustralia.gov.au

Call **132 150***

Write **Medicare Australia
GPO Box 9822
in your capital city**

* Call charges apply.