



How to bulk bill a Medicare service

Information for nurse practitioners and midwives

What does it mean to bulk bill a service?

When a service is provided to a patient, the nurse practitioner or midwife can choose to either bill the patient directly or bulk bill Medicare Australia.

To bulk bill:

- the patient assigns their right to the benefit for the service provided to the nurse practitioner or midwife. The patient does not pay for the service
- the patient must sign an *Assignment of benefit* form after the service is provided to 'assign' their right to the benefit. The patient must be given a copy of the signed form
- the claim for the benefit is sent to Medicare Australia by the nurse practitioner or midwife using specific claim forms (*Assignment of benefit* form and *Claim header* form)
- Medicare Australia pays the benefit by Electronic Funds Transfer (EFT) into the bank account nominated by the nurse practitioner or midwife at the time they registered with Medicare Australia.

What are the steps to bulk bill a service?

Step 1

Obtain bulk billing stationery

Nurse practitioners and midwives need to have the correct Medicare bulk billing claim forms before they can provide a service. These forms come in electronic and paper/carbon versions. The web-based (electronic) forms are:

- DB2-OT—*Assignment of benefit* form (other practitioner)
- DB1N—*Claims header*.

As you enter information into the Medicare Australia copy, the practitioner and patient copies will automatically pre-fill. These forms cannot be saved, only completed and printed.

For web-based copies of these forms go to www.medicareaustralia.gov.au then **For health professionals > Forms, publications and statistics > Medicare forms > Bulk bill claim forms**

Alternatively you can order the paper/carbon forms:

- DB2-OT—*Assignment of benefit* form (other practitioner)
- DB2-OTa—*Claims header*

by calling **1800 067 307**** or by completing a *Medicare stationery order form* at www.medicareaustralia.gov.au then **For health professionals > Forms, publications and statistics > Medicare forms > Stationery orders**

Note: you will be asked for a provider number at the time of ordering stationery.

Both web-based and paper/carbon forms come with instructions. If you need help filling in the forms, call Medicare Australia on **132 150***.

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Step 2

Provide the service

1. The nurse practitioner or midwife provides the service to the patient.
2. The patient does not pay for the service.
3. The *Assignment of benefit* form is completed before the patient signs it.
4. The patient signs the *Assignment of benefit* form. If an electronic version of the form is used, the patient only has to sign the Medicare Australia copy.
5. The patient is given the patient copy and does not pay for the service.

Step 3

Claim the benefits from Medicare Australia

1. Fill in a *Claim header* form (DB1N). This form is used to 'batch' together the *Assignment of benefit* forms (DB2-OT) signed by patients and to claim the total amount of benefits payable for the services.
2. Put the Medicare Australia copies of the *Assignment of benefit* forms signed by patients with the *Claim header* form.
3. Fill in the *Claim header* form and include the signature of the nurse practitioner or midwife, witnessed and dated.
4. Send the Medicare Australia copy of the *Claim header* form, with the Medicare Australia copies of the *Assignment of benefit* forms to **Medicare Australia, GPO Box 9822**, in your capital city.

Note: a maximum of 50 *Assignment of benefit* forms can be attached to each *Claim header* form. The *Assignment of benefit* forms and *Claim header* form must be from the same servicing location (you cannot put forms from different locations together).

For more information about claiming benefits from Medicare Australia see the *How to bulk bill—step by step guide*.

For more information

Online www.medicareaustralia.gov.au

Call **132 150***

* Call charges apply.

** Call charges apply from mobile and pay phones only.