

# LOCATION SPECIFIC PRACTICE NUMBER (LSPN)

## Questions and Answers

### **Who needs a LSPN?**

Practice sites where diagnostic imaging procedures or radiation oncology services are performed, or bases from which mobile diagnostic imaging or radiation oncology equipment is used.

### **What is a mobile base?**

A base for mobile equipment is a premises, such as residence, storage or business premises, where mobile equipment used off-site for diagnostic imaging procedures or radiation oncology services is stored when not in use.

### **How does a site get a LSPN?**

A registration form must be completed and submitted to HIC for a LSPN to be allocated.

### **I received a pre-registration form for LSPN, what happens now?**

Pre-registration forms have been sent to all medical practitioners and known diagnostic imaging premises and mobile facilities where Medicare funded diagnostic imaging and radiation oncology services are performed.

Registration packs for a LSPN will be sent to those premises identified through the pre-registration process in the near future. On receipt of a complete and accurate registration form HIC will allocate a LSPN.

### **What happens if I didn't receive a Pre-registration form?**

Pre-registration forms can be downloaded from the Department of Health and Ageing website at [www.diagnosticimaging.health.gov.au](http://www.diagnosticimaging.health.gov.au) or you can fill out an on-line form and submit it electronically.

### **How do I get a registration form?**

Forms will be available from the Department of Health and Ageing website at [www.diagnosticimaging.health.gov.au](http://www.diagnosticimaging.health.gov.au) for downloading or they can be requested by contacting the HIC LSPN enquiry line on 1800 620 589.

### **How long will it take to receive a LSPN?**

HIC will notify practices sites of their LSPN by mail within 28 days of receiving a complete and accurate registration form.

### **Can anyone complete the registration form on behalf of the owner of the practice?**

Yes, anyone can complete the form but the declaration must be signed by the proprietor.

### **How many LSPNs do I need?**

You need one registration form for each diagnostic imaging practice site or a radiation oncology practice site.

For a combined practice site and base for mobile equipment, two registration forms are required, one for the practice site and one for the mobile equipment base.

**Do I need a LSPN for each piece of mobile equipment?**

No. Only the base where mobile equipment is located when not in use needs to be registered. All mobile units operating from this base will be recorded under the same LSPN registration.

**What if the practice has both diagnostic imaging and radiation oncology equipment?**

Only one registration form is required for a site providing both diagnostic imaging procedures and radiation oncology services.

**What happens if there is more than one practice site?**

In some cases such as with major hospitals where there may be diagnostic imaging or radiation oncology equipment located in more than one campus, you need to complete a registration form for each campus. You will then receive a separate LSPN for each site.

**How many LSPN's are required for a hospital?**

If there are a number of departments undertaking diagnostic imaging procedures or radiation oncology services on the one campus:

1. you may register the hospital (which will include all buildings located within the grounds) for one LSPN only. These departments located on that campus will utilise the same LSPN on patient accounts and receipts; or
2. you may register each department separately. This will require a registration form for each department to be completed and a separate LSPN will be allocated to them.

**Is it possible to have more than one "logical" site number at one "physical" site?**

If a site is operating under multiple business names and therefore with multiple proprietors, those proprietors who have diagnostic imaging equipment will be required to register for a LSPN. Those without equipment will not be required to register even though they may be at the same premises.

If there is multiple equipment and one proprietor, that proprietor will be required to register for an LSPN.

**How is practice registration maintained?**

Every twelve months HIC will send the information recorded on the register for their practice to the proprietor. These details will need to be confirmed or updated and returned to HIC within a given time period. Failure to respond to this request by the due date will result in suspension of registration (which may lead to cancellation of registration).

**Does the LSPN replace the existing equipment number for radiation oncology services?**

No. The LSPN will be in addition to the equipment number for radiation oncology services.

**When can practice sites begin quoting the LSPN?**

As soon as the LSPN is received by the site it can be placed on accounts/receipts, bulk bill vouchers and included within electronic claim transmissions for example Medclaims and HIC Online.

HIC will ignore the LSPN until the start date is in place.

**What will happen if the LSPN is not quoted after the start date?**

HIC will reject any diagnostic imaging or radiation oncology claims that do not have an LSPN. This means the Medicare benefit or DVA benefit will not be payable for that service.

**What if the site forgot to quote the LSPN at the time of claiming?**

If the LSPN is omitted at the time of claiming, the claim can be resubmitted at any time.

**What if the site's LSPN is cancelled, can the patient still claim?**

If the practice registration has been cancelled at the time of claiming, the claim will not be paid and the patient will be instructed to contact the practitioner who provided the service. This claim cannot be resubmitted.

**What if the site's LSPN is suspended for any amount of time, can the patient still claim?**

If the practice registration is suspended at the time of claiming, the claim will not be paid until the suspension has been removed. This claim can be resubmitted.

**What type of claims are affected by LSPN?**

Claims for diagnostic imaging and radiation oncology services.

**What programs are affected by LSPN?**

- Medicare
- Simplified Billing
- Veteran Affairs

**What services or procedures are affected by the introduction of LSPN?**

Most diagnostic imaging and radiation oncology services are affected by the introduction of this change and will require a LSPN to be quoted at the time of claiming benefit.

A list of Medicare benefit schedule categories, groups and sub-groups are available on request.

**How and where should the LSPN be displayed?**

Type of claim	Where the LSPN should be displayed
Patient billing <ul style="list-style-type: none"> <li>- Account</li> <li>- Account/receipt</li> <li>- Receipt</li> </ul>	LSPN must be visibly displayed anywhere on the account, account/receipt, receipt as 'LSPN 000000'.  The LSPN can be printed or handwritten.
Bulk Billing <ul style="list-style-type: none"> <li>- Manual</li> <li>- Scanning</li> <li>- DVA claims</li> </ul>	Bulk Bill Voucher DB2-OT (Medicare)  Bulk Bill Voucher D1216S (DVA) A new six character field will be introduced to capture the LSPN  Bulk Bill Voucher DB4  LSPN must be visibly displayed anywhere on the voucher as 'LSPN 000000'. There is no designated location.
Bulk Billing <ul style="list-style-type: none"> <li>- Medclaims</li> </ul>	LSPN must be present within the electronic transmission at the time of claiming. If not present the service will be automatically rejected.  LSPN must be present on the summary sheet at the voucher level for each service  Note: There cannot be two different LSPN's on one voucher
Simplified Billing <ul style="list-style-type: none"> <li>- Electronic</li> <li>- Manual</li> </ul>	LSPN must be present within the electronic transmission at the time of claiming. If not present the service will be automatically rejected.  LSPN must be visibly displayed anywhere on the account, account/receipt, receipt as 'LSPN 000000'.  The LSPN can be printed or handwritten.

HIC Online - Bulk Billing - Patient claiming	LSPN must be present within the electronic transmission at the time of claiming. If not present the service will be automatically rejected.
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**FURTHER INFORMATION**

If you have any enquiries in relation to LSPN please contact the following:

Registration for LSPN - Veronica Davidson on 1800 620 589  
Monday to Friday 9am to 4.30pm EST or  
[Veronica.Davidson@hic.gov.au](mailto:Veronica.Davidson@hic.gov.au)

Claiming - Susan Leaman on (02) 6124 7807 or  
[Susan.Leaman@hic.gov.au](mailto:Susan.Leaman@hic.gov.au)

Further information is also available on the Department of Health and Ageing website at:  
<http://www.health.gov.au/diagnosticimaging/lspn/contents.htm>.