



## CMP Guide to Invoicing

This invoicing guide details the requirements for submitting a tax compliant invoice, as set by the Australian Taxation Office and detailed in the Medical Services Agreement (MSA) between the Health Service Provider (HSP) and the Contracted Medical Practitioner (CMP).

The Western Australian Government Medical Services Schedules Policy (WAGMSS) defines the eligible medical services, item numbers and fees payable that CMPs may invoice. WAGMSS is updated each year effective 1 December.

The current WAGMSS Administration Instructions and Procedures, along with the current Schedule of Fees, can be accessed from the [Contracted Medical Practitioner page](#) of the Department of Health public website at [www.health.wa.gov.au](http://www.health.wa.gov.au).

### Mandatory Information

The following information must be included on every invoice.

#### 1. The invoice must clearly state:

- ⇒ The words *Tax Invoice*
- ⇒ Your Trading Name
- ⇒ Your Trading Address

#### 2. Australian Business Number (ABN)

- ⇒ If you do not have an ABN, contact MAAS Support on [MAAS\\_Support@health.wa.gov.au](mailto:MAAS_Support@health.wa.gov.au)

#### 3. Invoice Number and Invoice Date

- ⇒ The Invoice Number must not exceed 50 characters
- ⇒ The Invoice Number can only include alpha numeric characters plus the following special characters: \* - / \_
- ⇒ One invoice (only) per file in PDF format is preferred

#### 4. CMP Provider Number (for the purposes of invoicing on a Fee for Service basis)

- ⇒ Your CMP Provider Number consists of your MPO number, site code and contract number. For example, 500000-BY1-1
- ⇒ Your CMP Provider Number is specific to the hospital referenced in your MSA
- ⇒ If you have more than one MSA, you will have more than one CMP Provider Number
- ⇒ A tax compliant invoice must include the CMP Provider Number applicable to the hospital where the medical services were provided
- ⇒ Separate invoices must be supplied for each CMP Provider Number

#### 5. Date the relevant service was provided

- ⇒ The date cited on the invoice will be verified against the hospital's records

#### 6. Item number for the relevant service

- ⇒ Each service that is invoiced must include the correct item number from the Western Australian Government Medical Services Schedules Policy (WAGMSS) and the correct applicable fee from the WAGMSS Fee Schedule

#### 7. Patient Details

- ⇒ The Unique Medical Record Number (UMRN) is assigned to the patient by the hospital. The UMRN as well as the patient's name and date of birth should be referenced in the invoice



- ⇒ If a patient is attended multiple times on the same or on different invoices, you must state the times of each attendance and state why multiple attendances were required
- ⇒ Invoices may include items for more than one patient

#### **8. Any applicable service qualifiers (item description)**

- ⇒ Each service item must include a description of the service
- ⇒ If the same item number is claimed on the same day (this only applies for surgical items) for the same patient more than once, the description must include the body position of the service
- ⇒ Service qualifiers are factors stipulated in the WAGMSS that affect the agreed fee for a given service
- ⇒ Service qualifiers include:
  - Where the service was provided more than once on the same day, the number of occasions and the time each service was provided
  - Where the service was provided after hours, or if it is an emergency procedure, the time the service was provided
  - Where the service was surgical assistance, the base item and which doctor they assisted
  - Where travel costs are claimed, the number of kilometres travelled

#### **9. The Health Service Provider name**

- ⇒ Invoices must show which Health Service Provider is being invoiced, e.g. WA Country Health Service; East Metropolitan Health Service etc, and the hospital name
- ⇒ In the case of an anaesthetist, the account should also show the name of the Medical Practitioner who performed the operation

#### **10. Agreed fee, exclusive of GST, for the relevant service**

- ⇒ The fee must be sourced for the relevant service item from the current WAGMSS Fee Schedule
- ⇒ Invoices with fees that do not match the current WAGMSS fee for the relevant service item will be rejected and returned to the CMP to correct. There is a \$2 over and \$10 under tolerance built into the system
- ⇒ WAGMSS is updated on 1 December each year and the updated fee must be applied to invoices for services provided on and after that date

#### **11. GST payable**

- ⇒ The GST payable must be specified

#### **12. Payment instructions**

- ⇒ Payments of invoices are made to the bank account nominated by you on your *Application for a CMP Registration Number*
- ⇒ Although not mandatory, it is preferable that you include payment instructions on your invoice
- ⇒ If you wish to update your payment details, you should contact MAAS Support via [MAAS\\_Support@health.wa.gov.au](mailto:MAAS_Support@health.wa.gov.au)

#### **Additional Mandatory Information for Anaesthetic Invoices**

Invoices for Relative Value Guide (RVG) anaesthetic procedures must include three components from the WAGMSS Anaesthetic Items Fee Schedule.

Together, these components give the total RVG derived value for that service:

- ⇒ The Base RVG Units that relate to the procedure item number
- ⇒ The start and end times (in a 24 hour clock) of the procedure and the corresponding Time Units



- ⇒ The Modifying Units that relate to the physical status and other factors that relate to the patient
- ⇒ In addition, the invoice must specify any applicable afterhours loading (EAHA).



## Example Tax Invoice

Tax Invoice <sup>1</sup>

CMP Trading Name Pty Ltd <sup>1</sup>

Building Name  
Street Address  
Suburb State Postcode

Telephone: 08 9999 9999  
E-mail: info@example.com.au

ABN No.: <sup>2</sup> 9999 9999 999

CMP Provider No.: <sup>4</sup> 500000-BY1-1

Invoice Number <sup>3</sup> 00007890  
Invoice Date 8/03/2019

Invoiced To: <sup>9</sup>  
HSP  
Hospital Site  
Street Address  
Suburb State Postcode

Date of Service <sup>5</sup>	Patient Details <sup>7</sup>	Item No. <sup>6</sup>	Item Description <sup>8</sup>	Fee <sup>10</sup>	GST <sup>11</sup>	Total
7/02/2019	Jane Doe 20/01/1980 H8792526	17680	Consultation prior to major regional block ade in a patient in labour	200.00	20.00	220.00

Total \$ 200.00 \$ 20.00 \$ 220.00

Banking Details: <sup>12</sup>  
Bank: Example Bank  
BSB Code: 999 999  
Account Number: 999 999

Please note - the numbers **highlighted in blue** on this example invoice correspond to the numbers in the *CMP Guide to Invoicing*, available from [www.health.wa.gov.au](http://www.health.wa.gov.au)



## Example Anaesthetist Tax Invoice

Tax Invoice <sup>1</sup>

CMP Trading Name Pty Ltd <sup>1</sup>

Building Name  
Street Address  
Suburb State Postcode

Telephone: 08 9999 9999  
E-mail: info@example.com.au

ABN No. <sup>2</sup> 9999 9999 999

CMP Provider No. <sup>4</sup> S00000-BY1-1

Invoice Number <sup>3</sup> 00007890  
Invoice Date 8/03/2019

Invoiced To: <sup>8</sup>  
HSP  
Hospital Site  
Street Address  
Suburb State Postcode

Date of Service <sup>6</sup>	Patient Details <sup>7</sup>	Surgeon	Item No. <sup>8</sup>	Item Description <sup>8</sup>	RVG Units	Fee <sup>10</sup>	GST <sup>11</sup>	Total
7/02/2019	John Doe 2002/1985 H8702423	Dr Sarah Smith	CA7610	Hospital Pre Op - Pre-Anaesthetic Consultation	2	79.90	7.99	87.89
7/02/2019	John Doe 2002/1985 H8702423	Dr Sarah Smith	CF0752	Ventral, or lumbosacral hernia, repair of requiring muscle transposition, mesh implantation or resection of strangulated bowel (ass kit)	6	239.70	23.97	263.67
				Other Modifier: M0	0	0.00	0.00	0.00
				Physical Status: P3	1	39.95	4.00	43.95
				Time Units: start 14:00 end 15:35	7	279.65	27.97	307.62
Total Units					14			

Total \$ 639.20 \$ 63.95 \$ 703.15

Banking Details: <sup>12</sup>

Bank: Example Bank  
BSB Code: 999 999  
Account Number: 999 999

Please note - the numbers highlighted in blue on this example invoice correspond to the numbers in the CMP Guide to Invoicing, available from [www.health.wa.gov.au](http://www.health.wa.gov.au)