# Private Practice

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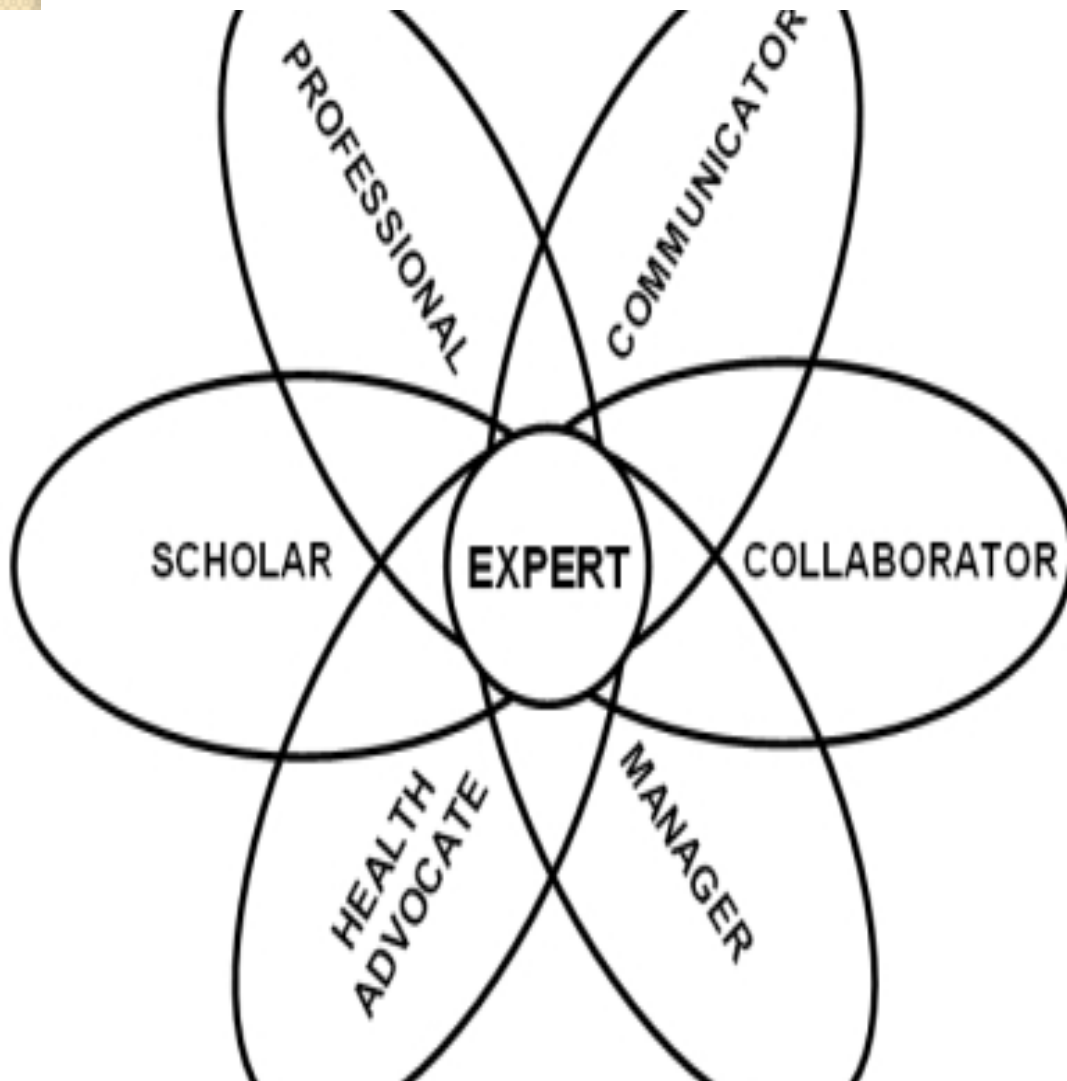
https://mahendraperera.com

# Disclosures

- I have spoken at drug company sponsored events

- Received Honoraria for my time

- The current presentation is done on a professional basis

# Overview of Presentation

- Key Features in Setting Up
- Documentation
- Interacting with your patient
- Response to referrer (GP)
- Wrapping Up

# Steps in Setting Up

- Secretary/Ancillary Staff
- Colleagues
- Self Introduction
  - Brevity
  - ADHD/Other special area
- Routine

- Vocation

- Business

- Profession

# COMMUNICATE

"THE DOCTOR IS JUST WONDERFUL!! HE LISTENS TO ALL MY IRRELEVANT, BORING STORIES!"

# POLICY
# &
# PROCEDURES

# REFERRAL

### Receipt

- Review Letter
- Check with GP
- Do you need more info
- Liaise with secretary

### Response

- Cost
- Time with patient
- Timely response
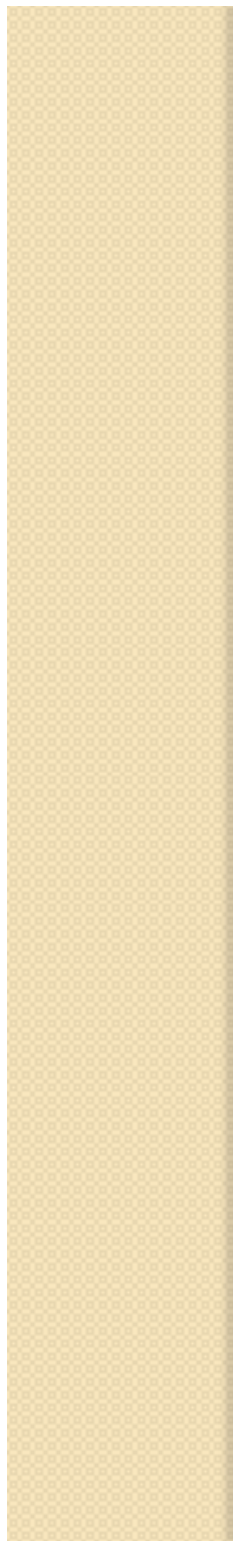- Registration
- Privacy
- What to bring

# Platform/Equipment

# CHECKLIST/S

# Reminders/Recall

# PUNCUTUALITY

# Accounts

- Your Fee/s
- Medicare Rebate
- Non Attendance without notice
- Debtors Report
- GST Report

# YOUR AVAILABILITY

# Letters - Templates

- DNA
  - New
  - Old
- 291
- Medical Certificates
- Requesting Information
- Release of Information
- Non-Acceptance of Referral
- Closure

# Cont……

- Letter for stimulants

- Pharmacy

- Permit to Rx

- Scanned copies of Rx

# GP –Letter/s

➢Diagnosis

➢Date/s of Review

➢Brief Basis of Diagnosis

➢Management

➢Follow up

# Your Practice

# Specialised Evaluation - ADHD

- Checking the referral
- Investigations
- School Reports
- Corroboration
- Minimum number of visits
- Evaluation/s prior to review
- Rules regarding Rx

# Difficult Situations

- Help from public sector
- Duress Alarm
- Unable to reconcile patient wishes
  - Bulk Bill and close
- Delusional System

# Difficult Situations

**Community**

- Help from public sector
- Duress Alarm
- Unable to reconcile patient wishes
  - Bulk Bill and close
- Medicare does not cover reports *per se*

**Inpatient**

- Your Visits
- Preview Admissions
- Drug Charts
- Check on everything
- Handovers to staff
- Acute Situations
- Billing/Costs

# Start → Finish

- Plan Winding Up at the Start
- A planned end/Closure Letter/s
- Record Retention vs Destruction
  - Electronic and/or Paper
- Informing Clientele
- Handing over of Patients
- Good Byes

# THANK YOU