

Enquiries to: HHS to complete
Telephone:
Email
Our Ref:

<Name and Address of Medical Practice>

Dear <name of Medical Practice Principal>,

Private practice placement agreement: <name of Doctor>

Thank you for agreeing to participate in a general practice collaboration project to enable suitably qualified Queensland Health salaried doctors to undertake private practice in local medical practices.

These arrangements are aimed at extending the availability of primary health care (general practice) services in the community to better support planned and preventative healthcare and keep patients with chronic conditions out of hospital. We further believe the model will improve patient care coordination and further collaboration between our health services.

Please find below and attached the details and terms and conditions applicable to the private practice placement. I would ask that you carefully review the schedule and the terms, and if you are agreeable, sign and return this letter as soon as possible.

Please note these arrangements are not intended to create a partnership, joint venture or agency relationship between the Health Service and <Name of Practice> ('the Medical Practice').

Commencement

The placement arrangement will commence on the date indicated in the Schedule and will continue until the arrangement is terminated by either party, with a minimum of 30 days notice in writing.

Medical Services

Doctors will provide medical consultations with patients as scheduled and undertake associated administrative activities including writing medical notes, telephone calls and referrals, letters to specialists and other health providers and reviewing reports.

Should the Doctor become unavailable to provide their scheduled services for unforeseen reasons (such as an emergency recall to the hospital), alternative session(s) will be arranged wherever possible.

Doctors will observe the Medical Practice's policies and procedures during their placements to the extent they do not conflict with their duties and obligations with Queensland Health. However, Doctors cannot be directed by the Medical Practice as to the manner of the professional medical services they provide to a patient. Please feel free to contact me directly should you wish to discuss any aspect of the placement.

Facilities

The Medical Practice will ensure Doctors have access to all instruments, equipment, materials, drugs and consumables and necessary nursing and administrative support required to enable the Doctor to provide medical services in accordance with the *RACGP Standards for General Practice* 5th Edition. The Medical Practice is responsible for the cost of providing these facilities.

Practice Fees

Fees earned by Doctors (patient fees, Medicare rebates or other sources) have been assigned to the Health Service under the Doctor’s Granted Private Practice Agreement. The Medical Practice will need to provide the Doctor with a daily billing sheet for them to review and initial.

The Medical Practice will be required to remit the Doctor’s earnings to the Health Service, less the agreed facility fee (and GST payable) by the 10th day following each month, together with a de-identified list of the services rendered and a tax invoice for the facility fee.

For clarity, the Medical Practice shall retain 100% of any Practice Incentives or Workforce Incentives payable relating to the services provided under this arrangement, except for the Workforce Incentive Payment – Doctor Stream (where the individual Doctor is able to claim the retention incentive, if eligible).

Patient Records

The Medical Practice is the owner of all patient records and is responsible for ensuring compliance with applicable laws, guidelines and standards regarding access, storage and security.

The Medical Practice undertakes to provide access and/or copies of patient records to the Health Service, including following the termination of this arrangement, to respond to any complaint or investigation into the services rendered by a Doctor.

Insurance and Indemnity

The Medical Practice must hold the following insurance cover:

- Public Liability cover of at least \$20 million per occurrence
- Indemnity insurance of at least \$10 million per occurrence
- workers compensation insurance in respect of the employees of the practice

Health Service Doctors will be indemnified under to the terms of the I2 Indemnity for *Queensland Health Medical Practitioners Human Resources Policy (QH-POL-153)* available at <https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/indemnity>.

Yours sincerely

<Delegates name, Title and qualifications>

<Date>

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Please sign and date your agreement to these terms and conditions

Schedule

Private Practice Placement Details

1	Commencement Date	
2	Doctor	<i>Name, Qualifications, Provider Number</i> <i>Doctor's email and mobile phone contact</i>
6	Medical Services	General medical practice services comprising the provision of: (a) scheduled medical consultations with Patients; and (b) administrative services associated with Patient consultations including writing notes, telephone calls and referrals to specialists and other third party medical services providers and reviewing reports.
7	Times for Provision of Medical Services	<i>HHS to specify the agreed arrangements, including days/times or frequency, duration/periods, any after hours/weekend times.</i>
8	Facility Fee	An amount representing <percentage, commonly 40%> of the total fees (plus GST) collected by the Medical Practice in respect of Medical Services provided by the Doctors at the Practice, whether from Patients or through Medicare, DVA, WorkCover, insurance companies, private companies, overseas visitors and travel insurance, or employers but excluding any fees for any medicines, vaccines purchased by the Practice (other than government funded vaccines for eligible Patients), fees generated from the provision of medical records to third parties for legal purposes, fees charged to Patients to obtain a copy of their records, or other items supplied to a Patient at an additional cost to the Patient.
9	Designated Contact Person at the Health Service	
10	Designated Contact Person at the Medical Practice	