Step by Step Guide for the GP

Contribution or Review of Care Plan in Residential Aged Care Home
Item 731

Steps:
1. **Aged Care Home (ACH) will already have a Care Plan prepared & will invite you to contribute**
2. **Read Care Plan & review your own patient notes**
3. **Contribute to the Care Plan by ideally discussing with ACH staff & giving any additions, changes, or other recommended management.**
4. **Document contribution in ACH Care Plan or on separate GP contribution to Care Plan sheet or in resident medical record.**
5. **Sign & date contribution**
6. **Bill an Item 731**
7. **Plan to review Care Plan 3-6 monthly**

NB Item 731 may also be claimed for taking part in discharge care planning when an aged care home resident is discharged from hospital/day hospital

MBS description of item 731

CONTRIBUTION by a medical practitioner (including a general practitioner, but not including a specialist or consultant physician) to:

(a) **a multidisciplinary care plan for a patient in A RESIDENTIAL AGED CARE FACILITY (RACF)**, prepared by that facility, **or to a REVIEW of such a plan** prepared by a RACF; or

(b) a multidisciplinary care plan prepared for a resident by another provider before the resident is discharged from a hospital or an approved day-hospital facility, or to a review of such a plan prepared by another provider; (not being a service associated with a service to which **items 735 to 758** apply).

This CDM service is for a patient who:

(a)   has at least one medical condition that: (i) has been (or is likely to be) present for at least six months; or (ii) is terminal; and

(b)   requires ongoing care from at least three collaborating health or care providers, each of whom provides a different kind of treatment or service to the patient, and at least one of whom is a medical practitioner; and

(c)   is a care recipient in a residential aged care facility.

A rebate will not be paid within three months of a previous claim for item 731 or within three months of a claim for item 721, 723, 729 or 732 except where there are exceptional circumstances that require a new contribution to the multidisciplinary care plan.

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Further details

- There are no other Care planning/GP management plan items other than Item 731 that can be claimed for Aged Care Home residents.
- **Why can't the GP prepare a care plan, and can only contribute?** It is the ACH responsibility to create a Care Plan for every new resident and to update this plan regularly – as this care plan already exists the GP cannot also create a care plan, the GP can only contribute to the existing care plan at the invitation of the ACH
- **Does it have to be the usual GP who contributes to the care plan?** No. As of July 2005 the usual GP **or another GP** from the same practice may perform the Care Plan contribution or review.
- **How often can Item 731 be claimed?** Item 731 may be claimed every 3 months, though the recommended interval is 6 months. If the patient's clinical condition has changed significantly, a review may be performed earlier than 3 months but this is unusual, and in this situation it is advised to notify Medicare Australia to avoid payment being rejected.

Where/how do I document the GP Contribution to, or Review of, the Care Plan?
- o The GP's contribution should be documented - it cannot be verbal only.
- o Documentation by the GP may consist simply of a date, signature & comment that contribution to care plan has been made (however it can be helpful for the GP to also document a brief summary of key recommendations).
- o ACH staff may write detailed notes into the care plan after verbal discussion
- o GP documentation may be in the resident's medical record, in the Aged Care Home care plan, or on a sheet specially designed to record GP contributions (Two templates are available on NEVDGP's website at www.nevdgp.org.au Click on _Aged Care_, then _GP and ACH Resources_, then _Point 13_. Template 1 is a comprehensive option. An example using template 1 is also provided. Template 2 is a simplified option.)
- o Please discuss preferred documentation option with the ACH.