



Cairnmillar  
INSTITUTE

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# Clinical Services Fee Structure Policy

<b>Document Name</b>	Clinical Services Fee Structure Policy
<b>Reference</b>	CLN002
<b>Date approved</b>	30 November 2022
<b>Approving body</b>	Cairnmillar Council
<b>Responsible Officer</b>	Chief Executive Officer
<b>Implementation Officer</b>	Director of Clinical Services
<b>Next review date</b>	3-5 years from approval date
<b>Linked Policies &amp; Procedures</b>	CLN003 Clinical Services Collection of Payment Policy CLN003 Clinical Services Collection of Payment Procedure
<b>Linked Documents</b>	<a href="#">Clinic Service Fees 2022.pdf</a>

## 1. Purpose

- 1.1 The purpose of the Clinical Services Fee Structure Policy is to standardise how fees/rates are calculated within the clinical services.

## 2. Scope

- 2.1 All clinical and administrative staff working with the billing of clinical services that fall under the gambit and governance of the Cairnmillar clinical services arm.

## 3. Policy position

### 3.1. Community Clinic

- 3.1.1. All fees will be subject to ongoing review by the Director of Clinical Services in consultation with the Executive and the Clinic Advisory Committee. Review is based on changes to funding, general industry trends and annual budgeting.
- 3.1.2. Any alteration to a standard fee (i.e., offering rates other than those that are standard, reducing costs, or waiving of any potential cancellation fees) requires authorisation by the Director of Clinical Services
- 3.1.3 Individual counselling services provided by Student clinicians that fit the eligibility criteria of either Family Law Counselling or Family and Relationship Services funded by the Department of Social Services are offered free of charge. This applies to both telehealth and face-to-face services.

- 3.1.4 For individual counselling services provided by Student clinicians that do not fit the eligibility criteria specified in section 3.1.3, clients will be charged a low co-payment fee per session as agreed to by the Director of Clinical Services in consultation with the Executive and Clinic Advisory Committee.
- 3.1.5 Assessments: Student clinicians who are deemed by their supervisor as appropriate and capable of conducting assessments under supervision will do so at a reduced fee to allow for low-cost assessment accessibility.

## 3.2. Registered Clinic:

- 3.2.1. All fees will be subject to ongoing review by the Director of Clinical Services in consultation with the Executive and the Clinic Advisory Committee. Review is based on changes to funding, general industry trends and annual budgeting.
- 3.2.2 Any alteration to a standard fee (i.e., offering bulk billed rates, concession rates that are not standard, reducing costs, or waiving of cancellation fees) requires authorisation by the Director of Clinical Services
- 3.2.3 Medicare:
  - a) For Employed Clinicians who are registered as Medicare providers, the out-of-pocket cost to the client after rebate will be kept to the same amount regardless of the rebate. This provides for an equitable provision of service.
  - b) Clinicians who offer a highly specialised service may have a higher fee for their service than the standard rates offered in the clinic.
  - c) Contracted Clinicians who are registered as Medicare providers are encouraged to set their fees in accordance with the standardised fees offered at CMI; however, if they believe these rates are not suitable, they may, in consultation with the Director of Clinical Services, set their own fees.
- 3.2.4 Non-Medicare:
  - a) Rates for all consultations that do not attract a Medicare rebate are standardised across all clinicians.
  - b) Clinicians who offer a highly specialised service may have a higher fee for their service than the standard rates offered in the clinic.
  - c) Where there is a claimable amount due to other funding sources such as EAP, NDIS, TAC, DVA or Workcover, External organisation project (DET), the rate is standardised across all clinicians. If any of the funding sources differentiate claimable amounts based on Clinical or non-clinical registration or endorsement, then the out-of-pocket amount is adjusted to remain the same across all psychologists.
- 3.2.5 CMI-Faculty:
  - a) Fees are charged to the faculty for all clinicians working in the clinic conducting work on behalf of the faculty during clinic time, such as supervision of student clinicians, marking, lecturing or delivery of short courses,
  - b) These fees are negotiated and decided between the Director of Clinical Services, the Dean, and the Director of Corporate Services.
- 3.2.6 Assessments:
  - a) Fees for assessments are calculated based on the number of hours required for assessment, report writing, and feedback.
  - b) A standard base rate for an assessment is used, which makes provision for an initial consultation, a feedback consultation, 3 hours of assessment, and 7 hours of report writing.
  - c) Clinicians confirm or revise the base rate of the assessment after the first consultation based on the presentation and required testing. If a student clinician has the capability to conduct any of the assessments, the cost is reduced to the student clinician's rate for that assessment.
- 3.2.7 Concession rates:

- a) Concession fees may be offered to holders of concession cards such as Pension, Healthcare cards or other as deemed appropriate with discussion with the Director of Clinical Services

3.2.8 Cancellation fees:

- a) Appointments cancelled after 3pm the day before the scheduled appointment will incur a cancellation fee of 50% of the charged session rate.
- b) Non-attendance on the day of the scheduled appointment will incur 100% cancellation fee.
- c) Cancellation fees are not eligible for Medicare rebates.

## 4. Definitions and Acronyms

Definitions and Acronyms	
<b>CMI</b>	The Cairnmillar Institute
<b>Fees/Rates</b>	<p>This includes <b>all fee types and services within the clinic</b>, such as:</p> <ul style="list-style-type: none"> <li>• Internal billing between the clinic and departments within the Institute</li> <li>• Third party payees, e.g., Medicare, NDIS, Workcover, TAC, DVA, DSS, Insurance agencies, EAP clients and other organisations.</li> <li>• Special Projects, workshops and Program evaluations conducted through the clinic</li> </ul>
<b>Student Clinician</b>	<p>Student Clinician refers to students on placement within the clinics across the following courses</p> <p>Masters of Professional Psychology ( MPP), Masters of Professional Psychology Practise (MPPP), Masters of Clinical Psychology, Doctorate of Psychology, Post Registration Clinical Masters</p>