MyMedicare – Preparing Your Practice

Step 1: Start with up-to-date patient information

Task	Complete Y/N	Actioned By/Date
Activity 1 - Marking inactive patients		
Activity 2 - Cleaning up clinical coding		

Step 2: Understanding your practice population and patient demand

Task	Complete Y/N	Actioned By/Date
Number of active patients		
Total number of patient visits to all GPs within your practice in the last 12 full months		
The average number of appointments per patient per year. (total number of GP appointments per year ÷ the number of active patients)		

Step 3: Determining how many patients each GP could register

Task	Complete Y/N	Actioned By/Date
Annual number of appointments available for each GP in your practice.		
Suggested 'ideal' number of registered patients for each practitioner in your practice. (Total number of appointments available for practitioner ÷ the average number of visits per patient per year for your practice)		

Step 4: Monitoring how many patients see each General Practitioner

Task	Complete Y/N	Actioned By/Date
Number of patients regularly seeing each GP in your practice.		

Step 5: Balancing clinician supply vs patient demand in your practice

Task	Complete Y/N	Actioned By/Date
Difference between current and ideal number of patients per provider, per year. (Current number of patients per year – suggested number of patients per year)		