

# The 3 Step Mental Health Process Checklist

## Step 1: Assessment

### Make sure the assessment includes:

- The presenting complaint
- A detailed, biological, psychological and social history
- A mental state examination
- A risk assessment
- A diagnosis and/or formulation
- The administration of an outcome tool (except where clinically inappropriate)

# Bill as a normal Level C or D. The Assessment may take more than one consultation.

## Step 2: Mental Health Plan

### Make sure the plan:

- Is prepared in consultation with the patient and/or carer
- Has the approval of the patient
- Is provided to the patient and/or carer (as appropriate)
- Is kept as part of the patient's medical records

### And includes:

- A discussion of the diagnosis and/or formulation
- A discussion of the treatment options
- A written plan for treatment of the assessed mental health disorder and crisis intervention
- The provision of psycho-education
- A plan for relapse prevention, if appropriate at this stage

# Bill as a normal Level C or D. The Mental Health Plan may take more than one consultation.

## Step 3: Review

### Make sure the review:

- Checks progress against the goals of the mental health plan
- Has modifications of the mental health plan (if necessary)
- Has education re-inforced and expanded
- A plan for relapse prevention if not previously provided
- Re-administers the same outcome tool used in the assessment (Step 1)
- Is conducted between 1-6 months from when the mental health plan was prepared**

# Bill under the new MBS incentive items for completion of the 3 Step Mental Health Process. Refer to Group A18 for (item numbers 2574-2578) and Group A19 for (item numbers 2704-2708) of the Medical Benefits Schedule.



Australian Divisions of **General Practice**

**Better Outcomes in Mental Health Care**

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Note: From May 2005, if appropriate, the Assessment and Plan may be completed in one planned Level C or D consultation.