

The 3 Step Mental Health Process Checklist

Step 1: Assessment (Bill as Level C or D)

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)

The Assessment may take more than one consultation. A minimum of one consultation as a Level C or D is required.

Step 2: Mental Health Plan (Bill as Level C or D)

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

The Mental Health Plan may take more than one consultation. A minimum of one consultation as a Level C or D is required.

Step 3: Review (Bill for 3 Step Mental Health Process)

Make sure the review:

- Is conducted between 1-6 months from when the mental health plan was prepared**
- 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
- Has a plan for relapse prevention if not previously provided
- Re-administers the same outcome tool used in the assessment (Step 1)

GPs (VR) – bill item number 2574 for Level C and 2577 for Level D, Non VR - bill item number 2704 for Level C and 2705 for Level D (in surgery consultations). Refer to Group A18 (VR) for items 2574 -2578 and Group A19 (Non VR) for item numbers 2704 – 2708 of the Medicare Benefits Schedule.

Better Outcomes in Mental Health Care Initiative

MBS Item Numbers

3 Step Metal Health Process

	Vocationally Registered	Non Vocationally Registered*
Assessment	usual Level C or D	equivalent Level C or D
Plan	usual Level C or D	equivalent Level C or D
Review - Level C (in Surgery)	2574	2704
Review - Level C (out of Surgery)	2575	2707
Review - Level D (in Surgery)	2577	2705
Review - Level D (out of Surgery)	2578	2708

*For non-vocationally registered GPs the reference to Cs and Ds in the Familiarisation Training materials is intended as a guide only with the equivalent of a Level C being a long consultation and a Level D, a prolonged consultation.

Focussed Psychological Strategies

	Vocationally Registered	Non Vocationally Registered*
FPS (in Surgery, 30-40 min)	2721	2721
FPS (out of Surgery, 30-40 min)	2723	2723
FPS - extended attendance > 40 min)	2725	2725
FPS - extended attendance (out of Surgery > 40 min)	2727	2727

*Same numbers for VR and non VR GPs.

Consultant Physician / Medical Practitioner Case Conference

Conference Time	GP Organises	GP Participates
15-30 minutes	740	759
30-45 minutes	742	762
more than 45 minutes	744	765

*Same numbers for VR and non VR GPs. Case conferencing items where GP and psychiatrist are paid.