

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Staff Specialists and Visiting Practitioners - Facility Fees / Licence to Occupy charges
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<b>POSITION RESPONSIBLE FOR THE DOCUMENT</b>	Nicole Smith – SPT/RoPP Finance Clerk
<b>KEY TERMS</b>	Facility Fees, Licence to Occupy, Staff Specialists, Visiting Medical Officers
<b>SUMMARY</b>	Facility fee or infrastructure charges refer to the percentage of private practice fees required by the Area Health Service to compensate the General Fund for the provision of services and the use of facilities when a specialist is treating a private patient in a public facility.

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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# SESLHD PROCEDURE

## Staff Specialists and Visiting Practitioners - Facility Fees / Licence to Occupy charges

**SESLHDPR/ 429**

### 1. POLICY STATEMENT

Facility fee or infrastructure charges refer to the percentage of private practice fees required by the Area Health Service to compensate the General Fund for the provision of services and the use of facilities when a specialist is treating a private patient in a public facility.

### 2. BACKGROUND

**A facility fee** is charged to all staff specialists and varies based on their level, speciality and, in the case of diagnosticians, on the procedure or the examination performed.

**A Licence to Occupy charge** is a flat fee that the Area Health Service charges a Visiting Practitioner for the use of public health accommodation to provide private services.

### 3. RESPONSIBILITIES

#### 3.1 Network Managers/ Service Managers will:

- Conduct a cost benefit analysis of all proposed private services. If the cost is more than the NSW Health recommended charge and an agreement can not be reached, the Network Manager / Service Director will require the approval of the Chief Executive. If the Chief Executive does not approve, the services cannot be established.
- Charge a facility fee or licence to occupy fee that covers all costs related to that service.
- Seek approval from the Director, Finance and Corporate Services for all facility fee arrangements and licence to occupy charges that are lower than that mandated by the NSW Health Department.
- Review all established agreements and determine that they fit within this criteria.
- Hold all agreements with Area Billing Services.

#### 3.2 Medical staff will:

- Provide and retain adequate records for auditing processes.

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- Conduct a cost benefit analysis before establishing the service (required for both private services and outpatient clinics).
- Ensure that the charged fee covers all incurred costs.
- Seek approval from the Chief Executive if the cost of the service is more than that of the revenue generated by facility fees stipulated by NSW Health and a separate agreement cannot be reached.
- Seek approval from the Director, Finance and Corporate Services if the proposed fee is below that recommended by NSW Health.
- Send the original copy of the agreement to Billing Services and keep a copy for reference.

**5. DOCUMENTATION**

Nil

**6. AUDIT**

Internal audit annually

**7. REFERENCES**

Fees Procedure for Public Health Organisations

Infrastructure Charges Diagnostic Services by Private Patients by Visiting Medical Officers

Allied Health Professionals - Right of Private Practice in SESIH Facilities

**8. REVISION AND APPROVAL HISTORY**

Date	Revision No.	Author and Approval
December 2008	0	Genevieve Wallace, Executive Officer to the Chief Executive Approved by Area Executive Team 8 December 2008.
August 2015	1	Review undertaken by Nicole Smith. Endorsed by Executive Sponsor.