



Gymworks OT Payment Guide

Group Clients Payment Schedule

Gymworks OT charges a **TERM FEE for our group programs**. The group therapy term fee will be based on \$100 per session and a non-claimable \$40 for consumables + \$100.00 end of term summary report, but to secure a place in the program the term fee is charged. The term fee is set by the number of weeks in the term as, on occasions, we run a 7-week term instead of the usual 8 weeks. The term fee is always on the term timetable letter along with our BSB details and can be found on our website. Term payments can be made by BSB, or cash. We do not have credit card facilities.

Charging a term fee rather than charging on a session-by-session basis allows Gymworks OT to retain quality staff and hence provide a better service. Please note that the only exception to the full term fee will apply to clients commencing group therapy mid-term where the term fee will be reduced to the amount of weeks left in the term. If your child's session is cancelled because a therapist is sick we will find an alternative make up session.

If you need to make alternative payment arrangements (other than a lump sum payment), such as weekly or fortnightly payments, please contact us at accounts@gymworksot.com.au.

Account name: Gymworks OT

BSB: 016 141 Account Number: 9082 79013

Please clearly note child's name and invoice number (if applicable) in message box.

ANY INVOICES FOR TERM FEES THAT HAVE NOT BEEN PAID BY THE FOURTH THERAPY SESSION WILL INCUR A LATE PAYMENT FEE.

All families will receive an invoice for the child at the commencement of each term for group services. This invoice is to be paid prior to the commencement of the program in Week 1.

If the term fee has been made in advance, you will receive a receipt each week via email, on completion of the therapy session. You may wish to submit these weekly to Medicare or to your private health fund to claim if eligible.

If for any reason you have not made payments in advance of services, you will be sent your invoice at the end of each session. Payment will be required on the day of service. If you would like a receipt for your payment, you can access this via the original invoice link that was issued on the date of service. The system will automatically update once the payment has been processed. Please allow 3-5 working days to process your payment.

At the completion of term, you may request an Account Statement to be sent as a summary for the invoices and payments over the term.

All NDIS clients using a Plan Manager will have their invoices sent on completion of each session. Please ensure that we have your Plan Manager's details, including the correct email for their accounts team. Please notify Plan Managers to send their remittance advice to accounts@gymworksot.com.au

Individual Clients Payment Schedule

Clients attending individual sessions are able to pay on a session by session basis, ensuring that they are adhering to our cancellation policy. An invoice will be sent to your nominated email on completion of each therapy session. Payment is due on the day of service.

If you would like a receipt for your payment, you can access this via the original invoice link that was issued on the date of service. The system will automatically update once the payment has been processed. Please allow 3-5 working days to process your payment.

Other Fees (Including Assessments, School Visits and Parent Consults)

At the time of booking the appointment you will be notified of the amount due for the therapy session. Payment of these services is **DUE ON THE DATE OF SERVICE**. As soon as Gymworks OT receives a payment for the services, the receipt can be accessed by using the original invoice link. This invoice can be taken to your private health provider to claim, if eligible. Please allow 3-5 working days to process your payment.

Medicare Extended Care Plan

For those clients who are part of the Medicare Extended Plan, the system for term fees will work as explained above (clients are to pay the full-term fee at the beginning of term). The receipts for these nominated sessions will include the Medicare Extended Care Plan item numbers, and this receipt can be taken to be claimed from Medicare, as well as the remaining sessions with your private health provider. This scheme allows for up to 5 sessions per year to be claimed back under Medicare just like a doctor's visit. You may request an Account Statement at the completion of term which can be taken to Medicare to receive the reimbursement in bulk.

If you wish to use this scheme we need to be informed at the start of the term. Please scan and email your doctor's letter and referral to info@gymworksot.com.au or pass the letters onto your therapist as we cannot issue a Medicare invoice/receipt without it. Also, please keep in mind that we can only issue an invoice for sessions that occur **after** the date on the doctor's referral.

*You are unable to claim for a session that has **not** been attended. Your receipt will reflect a cancelled session.*

NDIS Clients

We need to know if you are registered with NDIS at the commencement of the first session. If you are self-managed, then you will be sent invoices as explained above. If you are using a Plan Manger then please provide the details so we can send a copy of the invoice to your nominated Plan Manager for payment upon completion of the therapy sessions.

**For any questions or enquiries, please
contact accounts@gymworksot.com.au or (08) 6164 9631**

Schedule of Gymworks fees 2023 (updated 1st September 2024)

Rebatable Service Fees:

Session type	Fee
Full developmental assessment (2 hours) including comprehensive report (\$400 due on booking and \$455 due on day of assessment) Item No H100 BUPA H820	\$855.00
Functional Capacity Assessment (10 hours) including comprehensive report(\$400 due on booking and \$1500 due on day of assessment) NDIS	\$1900.00
Initial Individual Review (1 hour consult, review of referral information and email summary of findings) Item No H100	\$475.00
Term Therapy Programme (8 sessions x \$100.00 and non rebatable consumables fee \$40.00 and end of term summary report \$100)) Item No H250	\$940.00
Individual Term Therapy Programme (8 x \$190.00 and non rebatable consumables fee \$40.00 and end of term summary reports \$100) Item No. H250 BUPA H810	\$1660.00

School Visit Item No H250 BUPA H830	\$190.00/hr
Individual consultation (Parent or child) 1 hour Item No H250 BUPA H810 *	\$190.00
Individual consultation (Parent or child) Half hour Item No H200	\$95.00
Highway Heroes Programme (8 sessions x \$120.00) Item No H250 or H300 depending on group size	\$960.00
Friday Fitness (8 sessions x \$65) Item No H250 Please note no reports are issued for this program. If you need a written report then please advise your therapist at the start of term	\$520.00

Non Rebatable Service Fees:

End of Term Summary Report	\$100
Professional management fee e.g. to liaise with other health professionals	\$190/hr
Therapy resource fee	\$40 per term
Late payment fee for group program not paid by week 4	\$50.00
Gym Hire Cost	\$275.00 (inc. GST)

Payment conditions, make up sessions and cancellation policy:

In the event that you do not attend your initial review or assessment booking without 24 hours' notice of cancellation you will be charged \$190.00 for this missed appointment.

No refunds are provided for missed or cancelled group sessions as we charge a term fee to secure your place in the program. In the event of illness or special circumstances that cause your child to miss their session, you will need to contact us on 6164 9631 or info@gymworksot.com.au on the day of

the missed session to arrange a suitable make up session. **Please note, this is your responsibility to arrange and although we will always try our best to accommodate, make up sessions are dependent on room/therapist availability hence can not always be guaranteed.**

Clients attending individual sessions are required to provide 24+ hours notice of an intended cancellation. Doing so will not incur a charge. Notice of less than 24 hours will be charged at the hourly therapy rate. Please contact your therapist directly or contact info@gymworksot.com.au (08) 6164 9631 to notify of your cancellation.

Please contact your health fund regarding your eligibility and benefit schedule for occupational therapy, prior to commencing therapy.

For any further questions or comments on our payment guide, please contact us at accounts@gymworksot.com.au.

