

Gymworks OT Payment Guide



We have refined our invoice and receipt system. This is how the payment system works at Gymworks. For any further questions or comments, please contact us at accounts@gymworksot.com.au.

TERM FEES

Gymworks OT charges a **TERM FEE**. The **group therapy term fee** is \$955.00. This will be based on \$100 per session and a non-claimable \$55 inc. GST for therapy resources, but to secure a place in the programme 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. Term payments can be made by BSB, or cash. We do not have credit card facilities.

Account name: Gymworks OT

BSB: 016 141 Account Number: 908279013 **Please note the child's name in the message box.**

Charging a term fee rather than charging on a session-by-session basis allows Gymworks to retain quality staff and hence provide a better service. Please note that the only exception to the 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 refund your money for the 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. Gymworks uses Xero Accounts system so invoices are automatically updated to paid tax invoices once the payment has been processed through Xero (please allow 3 business days for this to occur). Just click on the original invoice link sent to you for your receipt if you did not pay in advance.

ANY INVOICES FOR TERM FEES THAT HAVE NOT BEEN PAID BY THE **FOURTH THERAPY SESSION WILL INCUR A LATE PAYMENT FEE AND CANCELLATION OF YOUR PLACE IN THE PROGRAM.**

All families will receive a statement for each child sent to your nominated email address at **the commencement of the term**

This statement is to be paid by the **completion of week two**. Payments can be made via bank transfer (further details are on the invoice). You may organise to make fortnightly payments commencing week 1.

**If you would like to change your nominated email address or add another, please let us know at accounts@gymworksot.com.au*



From
Gymworks OT
Gymworks OT
1/100 Walters Dr
Osborne Park WA 6017

From
12 Oct 2025
To
6 Dec 2025

Issue date
17 Oct 2025

Due date	Invoice amount	Payments	Balance
		Balance Due	955.00

At the completion of each session , a receipt will be sent out to everyone who has paid the term fee or an invoice will be issued for payment on the day of service. Receipts can be used with Medicare or your private health fund to make a claim.	
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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 duration of the service. Payment of these services is **DUE ON THE DATE OF SERVICE**.

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 itemised account however 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. 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 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.

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 manager 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 the practice manager on 6164 9631

Schedule of Gymworks fees updated 1st October 2025

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	\$1930.00

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 \$55.00 and end of term summary report \$100)) Item No H250	\$955.00
Individual Term Therapy Programme (8 x \$193.99 and non rebatable consumables fee \$55.00 and end of term summary reports \$100) Item No. No H250 BUPA H810 *	\$1660.00
School Visit Item No H250 BUPA H830 *	\$193.99/hr
Individual consultation (Parent or child) 1 hour Item No H250 BUPA H810 *	\$193.99
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 plus resources fee)	\$1015.00
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
Travel is charged at the hourly therapy rate of \$193.99. In agreement with the family, a maximum of 30 minutes of travel time can be charged to each appointment. In addition to this, a maximum of 30 minutes travel time can be charged on return travel.	

*A 15% discount will be applied to individual hourly rate (\$165) for private clients who do not have access to financial support through NDIA.

Non Rebatable Service Fees:

Progress Report	\$100/hr
Professional management fee e.g. to liaise with other health professionals*	\$193.99/hr
Therapy Resources used in the term program	\$55 per term
Late payment fee for group programme not paid by week 4	\$50.00

Payment conditions:

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. All consultation fees are payable on the day including the Gymworks OT group programme which is due in full during week one of the programme. In certain situations, progress payments may be arranged through consultation with the accounts department. **No refunds are provided for missed or cancelled group sessions as it is a term fee.** The group programme is a set fee to secure your place. Please call or email your occupational therapist if you are unable to attend a group session so they can see if it's possible to attend a makeup session during the same week as the missed class.

Payment can be made via cash directly to your therapist (please get a cash receipt), or online banking transfer to **ANZ BSB 016 141 Account 9082 79013**. If you would like a statement of invoices and payments at the end of the term please request via accounts@gymworksot.com.au. Please contact your health fund regarding your eligibility and benefit schedule for occupational therapy.