

MENTAL HEALTH NURSE INCENTIVE PROGRAM

EXCEL SPREADSHEET

The MHNIP spreadsheet has been approved for use by Medicare, and was developed in an effort to save you time and avoid mistakes in data entry.

Patient details can be entered in one part of the spreadsheet

Sort Patient Details											Patients are automatically sorted each time (by firstname) each time you enter/change a patient name.													
PATIENT DETAILS																								
Medicare Number											Patient		Male	Fem	DOB	Postcode	GP	GP Provider number						
											Firstname	Surname	X	X	dd/mm/yyyy		Initial Surname							
1	1	1	1	1	1	1	1	1	1	1	Amy	White		x	1/01/1977	3333	A. Practitioner	0	2	2	2	2	2	B
2	2	2	2	2	2	2	2	2	2	2	Bruce	Green	x		1/01/1988	3200	A. Practitioner	0	2	2	2	2	2	B
3	3	3	3	3	3	3	3	3	3	3	Grace	Black		x	1/01/1999	3199	A. Practitioner	0	2	2	2	2	2	B
4	4	4	4	4	4	4	4	4	4	4	John	Brown	x		1/01/1966	3540	A. Practitioner	0	2	2	2	2	2	B

and by clicking on the relevant drop-down box on the spreadsheet, the patient details will be populated.

1 Eligible organisation identification number: 2 Eligible organisation name:

Nurse information (a separate individual session information log per nurse is required ONE FORM, ONE NURSE)

3 Name of mental health nurse undertaking session: 4 Mental health nurse date of birth: 5 Mental health nurse engagement date: 6 Is the nurse employed under a shared employment arrangement: No Yes 7 Credential number †: 8 Credential expiry date:

9 Session information

Start time: AM PM Session number: Date of session: Locality/suburb of service outlet: Service outlet postcode:

Patient Medicare or Department of Veterans' Affairs file number (include patient's individual reference number)	Patient full name	Patient under shared care plan?	Patient Sex	Patient date of birth	Patient postcode (current residential postcode)	Face to face consult	Provider number of supervising medical practitioner	Name of supervising medical practitioner
1 1 1 1 1 1 1 1 1 1 1	Amy White	Yes <input type="checkbox"/>	M F <input checked="" type="checkbox"/>	1/01/1977	3333	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	0 2 2 2 2 2 2 B	A. Practitioner
2 2 2 2 2 2 2 2 2 2 2	Bruce Green	Yes <input type="checkbox"/>	M <input checked="" type="checkbox"/> F	1/01/1988	3200	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	0 2 2 2 2 2 2 B	A. Practitioner
4 4 4 4 4 4 4 4 4 4 4	John Brown	Yes <input type="checkbox"/>	M <input checked="" type="checkbox"/> F	1/01/1966	3540	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	0 2 2 2 2 2 2 B	A. Practitioner
3 3 3 3 3 3 3 3 3 3 3	Grace Black	Yes <input type="checkbox"/>	M F <input checked="" type="checkbox"/>	1/01/1999	3199	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	0 2 2 2 2 2 2 B	A. Practitioner
	<input type="text" value="Amy White"/>	Yes <input type="checkbox"/>	M F			No <input type="checkbox"/> Yes <input type="checkbox"/>		
	<input type="text" value="Bruce Green"/>	Yes <input type="checkbox"/>	M F			No <input type="checkbox"/> Yes <input type="checkbox"/>		

Start time: AM PM Session number: Date of session: Locality/suburb of service outlet: Service outlet postcode:

Only the boxes shaded in yellow need be completed.

There is also a check mechanism, i.e. by clicking on the [Check Form] button your form will be checked for simple errors such as missing session number or the 'face to face' box not ticked.

HONOS details can also be tracked by entering the date 3 months before the HONOS is due. The HONOS date will show in the next column, and if it is overdue will come up in red. The dates can be reset by typing over the [Date].

HoNOS DATE:
The [Date] is the initial referral, which can be replaced each time HoNOS becomes due.

Help on how to use the form is included as a tab on the spreadsheet, and is also available as a .pdf leaflet which is also on our website. Please contact [Rose](#) for a copy of the excel spreadsheet.

Date	HoNOS	Overdue
1/01/11	01/04/11	overdue
1/06/11	30/08/11	overdue
1/08/11	30/10/11	
1/09/11	30/11/11	