



### **Who do I need to be registered with to be able to open up a practice?**

You need to be registered with:

- Health Professions Council of South Africa (HPCSA) to obtain a DT number
- The Board of Health Care Funders (BHF) and the Practice Code Numbering System (PCNS) to obtain a practice number

### **What are the legal aspects that I need to be aware of when setting up a practice?**

Copies of the acts are available from the Government Printers in the form of the Government Gazette or also from Butterworth Publishers.

Government Printers: Telephone: 012 334 4500.

- Butterworth Publishers Durban, Walteroord 8, Watervalpark, Mayville, 4091
- Butterworth Publishers Johannesburg, Grayston 66 Norwich Close 2, Sandton, 2196
- Butterworth Publishers Cape Town, Gardens-Sakesentrum 3, Hoop Street, Cape Town, 8001.

Also consult the HPCSA website and the Government Gazette for the various Acts

### **Where can I get information about medical schemes and tariffs?**

Visit the Council for Medical Schemes website regularly for the following useful information:

- List of Medical Schemes
- ICD10 Codes
- Tariff Codes and fees - National Health Reference Price List (NHRPL)

### **How do I make sure my invoicing and admin is accurate?**

- A dietetic practice is a medical practice, and must therefore be run according to guidelines determined by the CMS, the HPCSA and the BHF.
- Administration of accounts in a dietetic practice MUST be done according to CMS guidelines; whether or not it is a cash practice. This way you ensure that either you (the “supplier”, if contracted in) or your patient (the “member”, if you are contracted out), is reimbursed by the patient’s medical scheme. It also ensures that you maintain a standard of professional ethics within the medical and dietetic professions, and that there is some form of consistency between all the medical professions submitting claims to medical schemes.

### **What information should an invoice contain?**

A claim is defined as the collated information documented for reimbursement purposes which identifies a single patient – single medical scheme member – receiving healthcare services for a single or defined event from a single healthcare provider (unless contractually otherwise defined).

For an invoice to be accepted by a medical scheme, it must contain the correct procedure code (NHRPL code) AND the diagnostic ICD10 code(s).

### **What do I need to know about marketing my practice?**

Dietitians must act professionally at all times and should endeavor to build bridges through good communication.

Acquaint yourself with the HPCSA “Guidelines for making Your Service Known.”

These guidelines state that ‘health professions in this country has long accepted the convention that health care professionals should refrain from self-promotion, not least because the health care professional who is most successful at getting publicity may not necessarily be the most appropriate one to treat a patient. Furthermore, patients and their families experiencing health problems are often particularly vulnerable to persuasive influence such as unprofessional advertising. It is primarily to protect the fundamental rights of patients, and health care professionals themselves, that governance of notification and advertisements is imperative.’

These guidelines contain information on:

- guiding principles
- information that may be included in notifications
- advertising of employment opportunities
- duties of health care professionals in the employ of independent organizations
- practice notices to patients
- communication with colleagues
- directories and public lists
- information on professional stationery
- outside signs and nameplates
- practice names
- health care professionals as authors
- general

### **Important contact details for Private Practising dietitians**

<b>Organisation</b>	<b>Telephone</b>	<b>Email</b>	<b>Website</b>
Association for Dietetics in South Africa (ADSA)	011 789-6621	info@adsa.org.za	www.adsa.org.za
Board of Healthcare Funders (BHF)	011 537-0200	bhf@bhfglobal.com	www.bhfglobal.com
Practice Code numbering System (PCNS)	011 537-0200 0861 302010	pcns@bhfglobal.com	www.bhfglobal.com
Health Professions Council of South Africa (HPCSA)	012 338-9300	hpcsa@hpcsa.co.za	www.hpcsa.co.za
Council for Medical Schemes (CMS)	012 431-0500	information@medicalschemes.com	www.medicalschemes.com