

fact sheet - health fund receipting

To ensure that your clients can make hassle-free claims with their health funds, you must provide them with a formal receipt that is formatted correctly and contains all the required information. AMT has prepared this information to assist you with this. For further information on receipting please refer to the AMT Code of Practice.

The following details must be clearly printed on receipts, invoices and tax invoices (i.e. it cannot be handwritten):

- Name of the therapist who gave the treatment
- Business name if applicable
- Practice address. This must be a street address not a PO Box.
- Contact number
- AMT member number
- ABN if applicable

The following details must also be included but may be handwritten:

- Client's name and address
- Date of treatment
- Nature of treatment
- Health Fund provider number(s)
- Fee
- Date of payment

Sample receipt

This information must be in the form of a stamp or address label, it cannot be handwritten. Provider numbers may be handwritten although it's preferred they are also printed.

You must give an accurate description of the treatment performed on your receipts (e.g. Remedial Massage, Chinese Medicine Remedial Massage, Myotherapy etc). Issuing a receipt for services that did not take place is a form of fraud and is punishable by law. Do not allow your clients to pressure you into committing fraud. It will result in you being deregistered by the funds and suspended from AMT.



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The following table shows which modalities are recognised by the various funds. You must hold a recognised qualification to write receipts for each of these modalities.

Fund	Recognised Modalities
AHM	Remedial Massage Myotherapy Shiatsu
ARHG	Massage Therapy Remedial Massage Myotherapy
Australian Unity	Remedial Massage Myotherapy
BUPA	Remedial Massage Myotherapy Traditional Chinese Medicine Remedial Massage Shiatsu
CBHS	Traditional Chinese Medicine Remedial Massage Lymphatic drainage Myotherapy Remedial Massage Rolfing Sports Massage Swedish Massage Therapeutic massage Shiatsu
Doctor's Fund	Remedial Massage Myotherapy
GU Health	Remedial Massage Myotherapy Traditional Chinese Medicine Remedial Massage Shiatsu
HBF	Remedial Massage Myotherapy
HCF	Remedial Massage Myotherapy Shiatsu
Medibank Private	Remedial Massage Myotherapy Shiatsu
NIB	Remedial Massage Myotherapy Traditional Chinese Medicine Remedial Massage Shiatsu

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If you are experiencing undue delays in receiving your health fund provider numbers, please contact the relevant funds listed in the table below:

Health Fund contact numbers

AHM	134 246 – Ask for Provider Liaison Officer
ARHG	03 9729 5586 - Nikki Chace
Australian Unity	1800 035 360
BUPA	1800 060 239
CBHS	1300 654 123 - Provider Relations
Doctor's Fund	1800 226 586 - Ask for Provider Department
GU Health	1800 249 966
HBF	08 9265 6125 - Provider Support Team
HCF	02 9290 0158 - Provider Relations
Medibank Private	1300 654 887 - Provider Helpdesk
NIB	1800 175 377 - Provider Hotline
WorkSafe Victoria	03 9641 1626