

Medical Practice Resources



Legally and efficiently structure and protect your medical practice

AMA Victoria's medical practice resources are a user-friendly, practicable suite of tools, providing invaluable support for doctors and practice managers in the day-to-day running of a private medical practice.

Pro-forma agreements

This range of pro-forma contracts enables medical practitioners to effectively structure their business relationships

Associateship Agreement: Includes extensive commentary and detailed advice for adopting an associateship so you can fully benefit from this form of independent practice with your colleagues. The draft agreement that can be tailored to the associateship's specific needs, particularly in the event that services will be provided by a service entity.

Licence to Occupy Agreement: Used where medical practitioners intend to provide a room or rooms within their clinic or practice premises to another medical practitioner or allied health provider. It includes standard provisions relating to the operation of the practice from the licensed rooms, as this may have a bearing on the overall business conducted by other medical practitioners operating their practices from the same clinic or premises.

Partnership Agreement: A sensible starting position for medical practitioners entering into partnerships, it deals with the various aspects of operating in partnership with other medical practitioners, from the establishment of the partnership, through the distribution of profits and losses of the partnership, to the eventual dissolution of the partnership.

Service Entity Agreement: Governs the relationship between the service entity and each of the practitioners' receiving services from the service entity, including the payment of fees to the service entity. It is designed to bind the service entity and each doctor individually, allowing for practitioners to enter and leave the practice without disturbing the arrangements between the service entity and other practitioners

Manuals and other resources

These medical practice resources provide guidance on day-to-day management and are a source of help when issues arise.

AMA Victoria Privacy Law Information Kit:

This is an invaluable resource to ensure medical practitioners and practices comply with their privacy obligations under commonwealth and state legislation. It is a practical kit that provides template documents, including a sample privacy policy for medical practices. The information contained within the document answers many questions that may arise about privacy obligations in the medical context. An essential tool for every medical practitioner and practice.

Award Subscriber Service: Reduce the risk of potential prosecution and claims for back-pay. The Health Professionals and Support Services Award 2020 and the Nurses Award 2010, along with the National Employment Standards (NES), detail the minimum conditions for staff employed by practices, and create legal obligations with which you must comply. This annual subscription service provides practical guidance on the application of the two Awards and the NES and is complemented with telephone advice. **Exclusive to AMA Victoria members. Subscribe using the form below**

GP Contracts Checklist: A handy list of the issues to consider when negotiating a GP contract. The list is a tool to assess the relative strength of a contract on offer. Prior to signing, you should always have your contract independently checked by a legal advisor to ensure the terms reflect your understanding of the proposed arrangement and that it meets your needs.

Members can download the checklist from the Private Practice section of our website at amavic.com.au

Negotiating Contractual Arrangements

between GPs: Negotiating conditions of engagement with a practice can be a challenge for GPs and principals alike. However, discussing, and documenting arrangements up front and in a more formal way leads to more workable arrangements for GPs in their day-to-day practice. Formalised arrangements also allow for any issues that arise between GPs in the practice to be dealt with early on.

Members can download this informative booklet from the Private Practice section of our website at amavic.com.au

Orientation & Induction Tool for GPs and GP Registrars:

This GP induction checklist template has been developed to practices in the orientation process of a new GP joining their team. The list includes items relevant to GP registrars. **Members can download checklist from the Private Practice section of our website at amavic.com.au** to personalise the template and adapt the items to their practice needs.

AMA Victoria members enjoy generous discounts on all practice resources.

Medical Practice Resources Order Form



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PROFORMA AGREEMENTS	✓		PRICE
Associateship Agreement		AMA member	\$430.00
		Non member	\$600.00
Licence to Occupy Agreement		AMA member	\$430.00
		Non member	\$600.00
Partnership Agreement		AMA member	\$430.00
		Non member	\$600.00
Service Entity Agreement		AMA member	\$430.00
		Non member	\$600.00

MANUALS AND OTHER RESOURCES			
AMA Victoria Privacy Law Information Kit		AMA member	\$430.00
		Non member	\$600.00
Award Subscriber Service: Health Professionals and Support Services Award 2020		AMA member only	\$130.00
Award Subscriber Service: Nurses Award 2010		AMA member only	\$130.00
Negotiating Contractual Arrangements between GPs		AMA member only	FREE
GP Contracts Checklist		AMA member only	FREE
Orientation & Induction Tool for GPs and GP Registrars		AMA member only	FREE
All resources are in electronic format		TOTAL \$	

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**This order form becomes a tax invoice on payment.
 Please retain a copy for your records**

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