

Receipt Guidelines

To ensure your clients make hassle free claims with their health funds you must provide them with a formal receipt that is formatted correctly and contains the correct information.

A receipt may be rubber stamped, a pre-printed receipt book, letterhead or computer generated. The following info must be clearly printed (not handwritten):

- Name of therapist who gave the treatment
- Business name if applicable
- Practice Address (Not a PO Box)
- Contact Phone Number
- MYOTHERAPY ASSOCIATION AUSTRALIA Member Number
- ABN if applicable

The following info may be handwritten:

- Client's Name and Address
- Date of Treatment
- Nature of Treatment
- Health Fund Provider Number (s)
- Fee
- Date of Payment

The services provided must be stated accurately.

Your provider number is not transferable to another person (e.g. colleague or employee) or where applicable, another practice location. This is fraud and punishable by law. Issuing a receipt for services that did not take place is also a form of fraud. Committing fraud will result in you being deregistered by the funds and suspended by MYOTHERAPY ASSOCIATION AUSTRALIA.