

# General Practice 2025 Year Planner

For free practice support, call 1800 2 ASSIST (1800 2 277 478 or 08 6278 7900), email [practiceassist@wapha.org.au](mailto:practiceassist@wapha.org.au) or visit [practiceassist.com.au](http://practiceassist.com.au)



Calendar key: <input type="checkbox"/> Public holiday <input type="checkbox"/> Practice Connect publication date	JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE												
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5						1	2							1	2				3	4	5	6					1	2	3	4								1			
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8						
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15						
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22						
	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29						
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Practice actions	<input type="checkbox"/> End of the PIP/WIP quarter <input type="checkbox"/> Action: PIP QI (Q2) - ensure data submission by 15 January <input type="checkbox"/> Action: eHealth PIP - check SHS uploads for the quarter against your target <input type="checkbox"/> Submit WIP hours <input type="checkbox"/> GPACI Quarter 3 (Jan to March) <input type="checkbox"/>							<input type="checkbox"/> WIP confirmation <input type="checkbox"/> Check WAPHA portal for practice data reports (PCR/P) <input type="checkbox"/> Consider accreditation actions and review/update plans <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							<input type="checkbox"/> Check SHS uploads for ePIP requirements <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							<input type="checkbox"/> End of the PIP/WIP quarter <input type="checkbox"/> Action: PIP QI (Q3) - ensure data submission by 15 April <input type="checkbox"/> Action: eHealth PIP - check SHS uploads for the quarter against your target <input type="checkbox"/> Submit WIP hours <input type="checkbox"/> GPACI Quarter 4 (April to June) <input type="checkbox"/>							<input type="checkbox"/> WIP confirmation <input type="checkbox"/> Check WAPHA portal for practice data reports (PCR/P) <input type="checkbox"/> Consider accreditation actions and review/update plans <input type="checkbox"/> AHPRA registration renewal for nurses <input type="checkbox"/> <input type="checkbox"/>							<input type="checkbox"/> Check SHS uploads for ePIP requirements <input type="checkbox"/> Update practice details with Practice Assist <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>												
Events and training - visit the <a href="#">Upcoming workshops and webinars Practice Assist webpage</a>	<input type="checkbox"/>							<input type="checkbox"/>							<input type="checkbox"/>							<input type="checkbox"/>							<input type="checkbox"/>																			
Health promotion activities								<ul style="list-style-type: none"> <li>Ovarian Cancer Awareness Month</li> <li>World Cancer Day</li> <li>Feb Fast</li> </ul>							<ul style="list-style-type: none"> <li>Melanoma March</li> <li>Hearing Awareness Week</li> <li>Kidney Health Week</li> </ul>							<ul style="list-style-type: none"> <li>World Immunisation Week</li> <li>National Falls Day</li> </ul>							<ul style="list-style-type: none"> <li>Heart Week</li> <li>International Nurses Day</li> <li>National Sorry Day</li> <li>Reconciliation Week</li> </ul>							<ul style="list-style-type: none"> <li>Bowel Cancer Awareness Month</li> <li>Men's Health Week</li> </ul>												
Notes																																																

Calendar key: <input type="checkbox"/> Public holiday <input type="checkbox"/> Practice Connect publication date	JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER													
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7																												
	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14							
	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21							
	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28							
	28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31											
Practice actions	<input type="checkbox"/> End of the PIP/WIP quarter <input type="checkbox"/> Action: PIP QI (Q4) - ensure data submission by 15 July <input type="checkbox"/> Action: eHealth PIP - check SHS uploads for the quarter against your target <input type="checkbox"/> Submit WIP hours <input type="checkbox"/> MBS indexation <input type="checkbox"/> Workers' compensation fee indexation <input type="checkbox"/> GPACI Quarter 1 (July to Sept)							<input type="checkbox"/> WIP confirmation <input type="checkbox"/> Check WAPHA portal for practice data reports (PCR/P) <input type="checkbox"/> Consider accreditation actions and review/update plans <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							<input type="checkbox"/> Ensure collection of up-to-date indemnity certificates for GPs, nurses and other relevant health professionals <input type="checkbox"/> Check SHS uploads for ePIP requirements <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							<input type="checkbox"/> End of the PIP/WIP quarter <input type="checkbox"/> Action: PIP QI (Q1) - ensure data submission by 15th October <input type="checkbox"/> eHealth PIP - check SHS uploads for the quarter against your target <input type="checkbox"/> Submit WIP hours <input type="checkbox"/> GPACI Quarter 2 (Oct to Dec)							<input type="checkbox"/> Consider accreditation actions and review/update plans <input type="checkbox"/> Indigenous Health PIP registration renewals <input type="checkbox"/> Check WAPHA portal for practice data reports (PCR/P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							<input type="checkbox"/> Check SHS uploads for ePIP requirements <input type="checkbox"/> Update practice details with Practice Assist <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													
Events and training - visit the <a href="#">Upcoming workshops and webinars Practice Assist webpage</a>	<input type="checkbox"/>							<input type="checkbox"/>							<input type="checkbox"/>							<input type="checkbox"/>							<input type="checkbox"/>																				
Health promotion activities	<ul style="list-style-type: none"> <li>NAIDOC Week</li> <li>National Diabetes Month</li> <li>Dry July</li> <li>World Hepatitis Day</li> </ul>							<ul style="list-style-type: none"> <li>National Stroke Week</li> <li>Red Nose Day</li> <li>Daffodil Day</li> </ul>							<ul style="list-style-type: none"> <li>Prostate Cancer Awareness Month</li> <li>Gynaecological Cancer Awareness Month</li> <li>R U OK? Day</li> <li>Dementia Week</li> </ul>							<ul style="list-style-type: none"> <li>Breast Cancer Awareness Month</li> <li>Mental Health Week</li> <li>International Day of Older Persons</li> </ul>							<ul style="list-style-type: none"> <li>November</li> <li>Cervical Cancer Awareness Week</li> <li>Antibiotic Awareness Week</li> <li>World Diabetes Day</li> </ul>							<ul style="list-style-type: none"> <li>Decembeard</li> <li>International Day of People with Disabilities</li> <li>World AIDS Day</li> </ul>													
Notes																																																	

Considerations	<input type="checkbox"/> All staff meetings <input type="checkbox"/> Clinical meetings <input type="checkbox"/> Admin staff meetings <input type="checkbox"/> Check PCR/P newsfeed for Primary Sense news <input type="checkbox"/>	<input type="checkbox"/> Practice insurance renewal <input type="checkbox"/> W/C insurance renewal <input type="checkbox"/> Test and tag equipment <input type="checkbox"/> Medical equipment servicing <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Software subscriptions <input type="checkbox"/> Other subscriptions <input type="checkbox"/> Poisons permit <input type="checkbox"/> Register/update Provider Connect Australia <input type="checkbox"/>	<input type="checkbox"/> Year of accreditation – consider monthly actions for accreditation <input type="checkbox"/> Policy & procedures review <input type="checkbox"/> Cold chain renewal <input type="checkbox"/> ERPT review	<input type="checkbox"/> Employee performance reviews <input type="checkbox"/> DVA indexation <input type="checkbox"/> MBS indexation <input type="checkbox"/> W/C indexation <input type="checkbox"/>	<input type="checkbox"/> QI activities plan <input type="checkbox"/> QI activities review <input type="checkbox"/> Archiving – consider monthly <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Social media updates <input type="checkbox"/> Website updates <input type="checkbox"/> Patient surveys <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Cultural training and compliance, including Aboriginal and Torres Strait Islander culture and LGBTQIA+ <input type="checkbox"/> CPR updates <input type="checkbox"/>
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