



HealthSpace
COLLECTIVE

INFORMATION FOR PRACTITIONERS



Welcome to HealthSpace Collective.

This information is for registered practitioners interested in joining our team.

Thank you for your interest in becoming part of our team here at HealthSpace Collective.

We are an online practice, based on the Sunshine Coast, QLD. The practice is owned and managed by Jenni Salisbury, who has over 12 years experience managing Mental, Allied & Natural Health practices, working closely with practitioners in various modalities.

HealthSpace Collective was created to give our practitioners the opportunity and flexibility to provide health care from their own private practice whether that be from their home, office or even caravan!

As a 'virtual' practice, our practitioners and clients may be located anywhere in Australia, as a result, our potential to provide care to clients is unlimited.



What you can expect from us:


- Profile photo and bio on our website (information to be provided by the practitioner)
- Detailed information about your services listed on our website
- Promotion through GP clinics, NDIS providers, website, social media and all relevant potential referral sources
- Access to Power Diary Practice Management Software
- Tutorial and ongoing support in the use of Power Diary
- Setup of Services in Power Diary including:
 - Facilitate transfer of your existing PMS data to HealthSpace Collective
 - Online booking client portal
 - Setup of templates as required such as:
 - New client welcome email including client intake form and client consent forms tailored to you and your services specifically
 - Communication templates as required including letter templates to referrers
- Full diary management using Power Diary practice management software

- Manage all enquiries via phone, email, social media
- All invoicing, including client payments and all third parties such as NDIS, WorkCover etc.
- Monitor all outstanding invoices
- Implementation of cancellation policy
- Manage client waitlists
- Process Medicare & DVA patient claims
- Manage client waitlists
- Liaise with GP's and third parties
- Manage all new client intake processes including sending new client welcome email with intake and consent forms
- Monitor session counts where applicable such as MHTP, EPC etc.
- Create a 'buffer' between you and your client
- Provide you with full use of Power Diary for client management (notes/ files etc.)
- Provide you with an email address exclusive to you within the practice eg,
yourname@healthpacecollective.com.au
- Access to HSC logos and images
- Absorb costs including:
 - Practice Management Subscription
 - SMS fees
 - Phone costs
 - Website management / hosting costs
 - Marketing campaigns costs
 - Client payment facility fees (Stripe)
 - Internet costs
- Provide a warm, welcoming team environment
- Support from other practitioners



What we expect from our practitioners:

- Current registration with your governing body ie AHPRA/AASW and adherence to all your associations requirements to maintain registration
- Current insurance including professional indemnity and public liability
- Must have your own ABN and be responsible for your own tax obligations
- Supply of:
 - Profile photograph
 - Information for bio on HSC website
 - Detailed information regarding your services for HSC website
- Actively support HealthSpace Collective with ongoing commitment to promoting your services including providing relevant content for use in social media, website, GP database and other marketing campaigns
- Engagement as part of our 'team'
- A professional approach with clients. You may be your own business owner, however you are a representative of HealthSpace Collective and our brand
- Excellent time management

- Ability to deliver exceptional customer service to clients and third parties
- Maintain accurate records / notes and adhere to all requirements regarding referring third parties
- A commitment to maintain regular availability in your schedule
- A willingness to minimise changes to your working schedule
- A commitment to maintain clear and open communication with the HealthSpace Collective Administration team
- A love for your work 

Would you like to know more?

If this information interests you and you would like to know more, please reach out.

We are always on the lookout for experienced practitioners who want to **THRIVE** in business and provide the ultimate in quality health care to their clients.

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