



Quotation Template:

Total cost: \$XX

Relevant code/s for services provided:

Labour Hours: XX Total

Within the above are hours for:

| Activity | Detail | Quantity |
|---|-------------------------|----------|
| Goal setting and assessment | | |
| Casting/measuring | Eg: two people required | |
| Modifications | | |
| Fabrication | | |
| Fitting/s | | |
| Functional training & liaison with other health professionals | | |
| Ongoing review/s | | |
| Administration | | |
| Other | | |

Componentry Costs: \$XX Total

Componentry included within this quote (prosthetic)

| Component | Detail | Quantity |
|------------------------|----------------------|----------|
| Connective componentry | | |
| Knee/Elbow | Eg: warranty periods | |
| Foot/Wrist | | |
| Socket/suspension | | |
| Consumables | | |
| Other | | |

Componentry included within this quote (orthotic)

| Component | Detail | Quantity |
|---------------------------|----------------------|----------|
| Fabrication materials | | |
| Ankle Joints | Eg: warranty periods | |
| Knee Joints | | |
| Other Joints | | |
| Prefabricated componentry | | |
| Consumables | | |
| Other | | |



Points of consideration when utilising the above quoting template:

- All quotes must be linked to a clinically justified report
- AOPA strongly recommends applications which clearly separate labour from componentry costs:
 - AOPA defines labour as: clinical, fabrication and administration tasks
 - Clinical - time spent directly interacting with the client and/or carer in an individual or multidisciplinary setting, liaising with other professionals on behalf of the client and documentation
 - Fabrication - time spent producing an individual prosthesis or orthosis without the client present, this will be the responsibility of and contributed to by the clinician irrelevant of whether or not the activity is delegated to an alternative individual or facility
 - Administration - time spent for an individual client which is required to complete their care plan and achieve treatment goals which is not considered clinical or fabrication eg: researching best practice and componentry availability, producing funding applications, liaising with external funding bodies, invoicing and record keeping processes
 - AOPA defines componentry costs as the cost of the material items included in the production of a prosthesis and orthosis including the associated costs of acquiring and stocking these items
 - AOPA recommends the inclusion of inevitable consumables and servicing within initial funding applications where possible for the following reasons:
 - to reduce the administrative burden associated with extra applications
 - to ensure immediate provision of necessary care for clients
 - to encourage practices which ensure suitable ongoing maintenance is conducted
 - to raise awareness of the costs associated with ongoing care requirements following orthosis/prosthesis provision
 - AOPA recommends practitioners ensure payers of services are aware of the actual costs (funded portion + gap) of service delivery, not only the funded aspects:
 - Where dollar value gaps exist, irrelevant of who is covering that gap (your organisation, client, other), the funding organisation must be made aware of the need for additional funding, in order to highlight the need for increased maximum values
 - All service providers need to seek fair and reasonable reimbursement in order to remain viable. AOPA recommends the commercial hourly rate for your service is consistent and well reasoned and considers at a minimum the following aspects of service delivery:
 - Staff wages and on costs
 - Technology costs
 - Utilities – gas, electricity, phone lines, internet etc.
 - Floor space rental/mortgage, rates etc.
 - Machinery costs, repairs and maintenance

***Freight/handling/stocking/postage of materials and componentry should also be considered in relation to services provided and may be best placed with componentry

***Where organisations receive Government subsidies to provide services, this needs to be considered in relation to the above.