

Annual Statement Template Guide

Updated July 2025

Introduction

Practices have been able to use the Annual Statement of GP reasonable fee increases since it was first released in 2006. The annual statement for each year covers the period 1 July to 30 June.

The annual statement applies only to the fees set by Interim (and low-cost access) practices. Very low-cost access funded (VLCA) practices receive extra funding for their enrolled patient base and in return must set their fees below or at a threshold set by Health NZ/Te Whatu Ora.

To ensure the application of the annual statement reflects an individual practice's situation it is calculated on the split between government subsidy income (capitation) and patient income (fee/co-payment) for that practice – as long as they are **opted-in** to the Health NZ data sharing. For those that opt-out the increase is not subject to the split.

Your practice does not have to use all or any of the annual statement in the period 1 July to 30 June. Any unused annual statement will be carried over to the following year. The unused amount from previous years has been added to the co-payment templates (as explained in the 'how to' guide below). Fees may be increased more than once over the twelve-month period and a full fees review will not be necessary if they remain within the annual statement available for that year.

Purpose

The purpose of this guide is to provide a step-by-step process enabling you to use the co-payment adjustment template to compare different fee alternatives for your practice.

Background

There are two formats available to calculate your annual statement available to **non-CSC holders**.

- **Option A** - provides an approximation of allowable fee increases using **national average** co-pay consult utilisation rates
- **Option B** - provides a definitive answer of allowable fee increases using your **actual** co-pay consult utilisation rates for each age category

Our recommendation is to use option B with your actual consult utilisation rates rather than national averages in Option A. Noting that Option B does disclose your non-CSC ESUs and consultation rates. But whichever ones works best for you.

There is no obligation for your practice to remain below the annual statement. However, if your fee change is greater than available, it may be necessary for you to undergo a fee review with an independent committee. In preparing your business case for the fee review committee you could have to disclose more financial information than you may feel comfortable with. This is not to discourage you from this process, we understand the cost pressures for general practice.

Using the Annual statement Templates

The Co-payment Adjustment Templates Option A & Option B (Excel format) will be sent to you. Using enrolment data and CPI extracts, Pinnacle has populated both templates with the number of enrolled patients for each age group **who do NOT have a CSC card**.

1. Open either of the co-payment adjustment templates – Option A or B.
2. Go to the first tab in the spreadsheet named 'revenue split'.
3. Check that the practice name at the top of the spreadsheet is correct.

Co-payment adjustment template - Option A		
Practice Name or Identifier		
Co-payment/capitation revenue split calculation		
Practice to enter values shown in red only:	Contingent practice: yes	Practice Name / Identifier
Please note that Option A is used to approximate co-payment capitation revenue.		Current patient numbers
It is strongly recommended that the Option B template is used		Current fee (co-payment) by age group

4. Additionally, in July 2025 Contingent capitation was announced. Practices are opted-in automatically. If opting-out, you will need to select "no" when using either of the templates.

Practice to enter values shown in red only:	
Contingent practice:	<div>yes</div> <div>yes</div> <div>no</div>

5. Check the current fees - Ensure that the current fees data is correct in the '30th June 2025 fee'. This column looks the same in both option A and B).

30th June 2025 fee (co-payment) (Including GST at 15.0%)
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

6. Go to the third tab in the spreadsheet named 'Co-payment Template'
 This sheet is where you input your fee increase data. The details at the bottom right of the spreadsheet will indicate 'Co-payment annual statement 2025/26 and the % available figure in red.

(Note: this figure may differ from the announced increase due to your capitation ratio split (plus any unused carry-over % being added to your total available. Unless you opt-out of contingent capitation data share with Health NZ, then 6.43% is a fixed increase (plus any unused carry-over).

	Current	Proposed
Total co-payment revenue (excluding GST)	\$0.00	\$0.00
% change in annual co-payment revenue	n/a	
Co-payment annual statement 2025/26	6.43%	

In the 'Co-payment change (\$ (incl. GST))' column I, use the arrow buttons to 'toggle' the changes. Make sure to use the first column (\$). The second column (%) will not give you a round number.

Co-payment change (\$ (incl GST))	Co-payment change (%) (incl GST)	Proposed co-payment fee (incl GST @ 15.0%)	Proposed co-payment fee (excl GST)	Age group co-payment change (excl GST)
\$0.00	0.00%	\$0.00	\$0.00	n/a
\$0.00	0.00%	\$0.00	\$0.00	n/a
\$0.00	0.00%	\$0.00	\$0.00	n/a
\$0.00	0.00%	\$0.00	\$0.00	n/a
\$0.00	0.00%	\$0.00	\$0.00	n/a
\$0.00	0.00%	\$0.00	\$0.00	n/a
\$0.00	0.00%	\$0.00	\$0.00	n/a
\$0.00	0.00%	\$0.00	\$0.00	n/a

Under 6 age group won't count towards total co-payment

Under 13 age group won't count towards total co-payment

As you change the (\$) column, the new fees will display in the 'Proposed co-payment fee' column.

The '% change in the annual co-payment revenue' total will start to update as the fees are changed. If you **remain opted-in**, your adult fees can go up to a \$67.00 max regardless of % increase without triggering a few review, however your 14-17yrs fee increase must remain within your available %. If you have **opted-out**, ensure the increase % in **black** is lower or matches the available % in **red**.

	Current	Proposed
Total co-payment revenue (excl GST)	\$0.00	\$0.00
% change in annual co-payment revenue	n/a	
Co-payment annual statement 2025/26	3.18%	

- Once you have decided on your fee changes, please complete the "Interim (non-VLCA) Practice Fee change Notification Form 2025-26" and send to - practice.support@pinnacle.health.nz

The changes will then be submitted to Health NZ. If any changes exceed the total available **and/or** the adult fees are more than \$67.00 (incl.GST), Health NZ will consider the increase closely. Practices could be asked to provide further information around the context of the increase before a decision is made about referring to the Fees Review Committee (FRC).