

MRI E-Referral User Guide

2021



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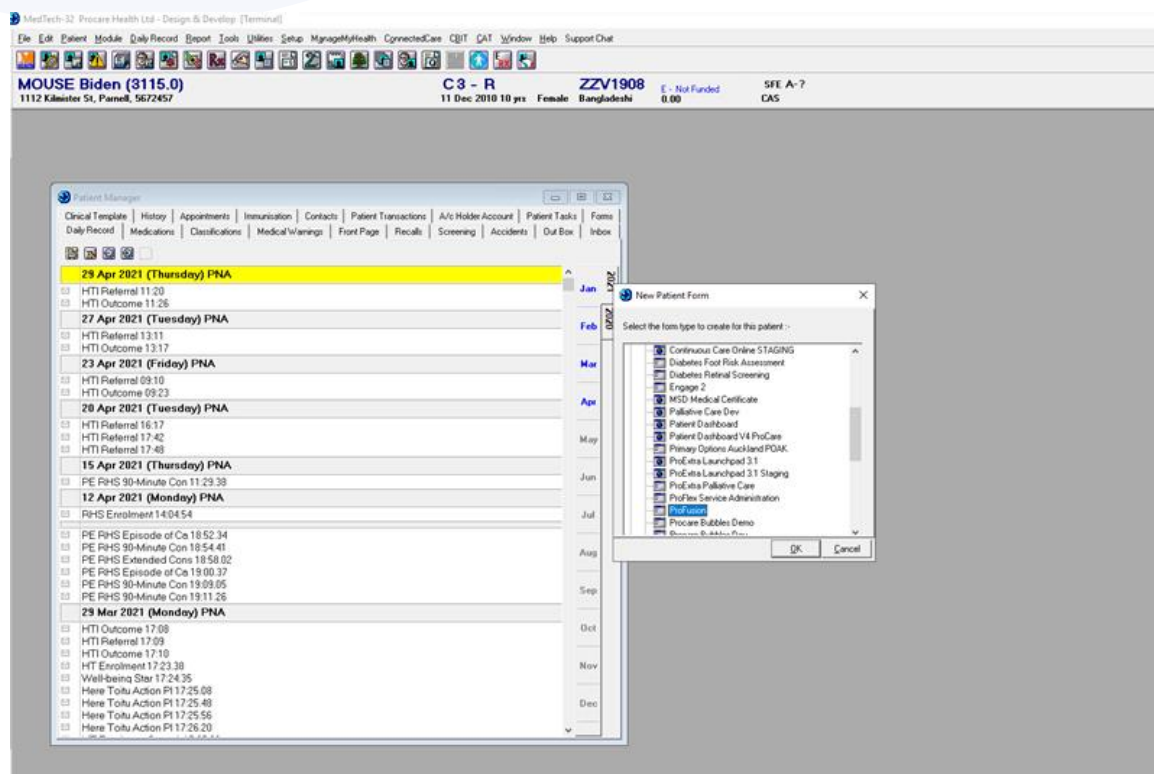
This MRI e-referral guide shows you how to order an MRI for an ACC injury client. The use of this form requires you to be accredited through the GP MRI accreditation programme. The contract to use this service with ACC requires the GP to maintain an above 70% compliance rate with the clinical pathway.

At the end of the guide there is a quick 'cheat sheet' to use as a reference.

Making a Referral

Step One

Press Shift + F3 and the new form tab will appear – select Profusion



Step Two

Profusion form comes up, select the + to open up MRI service form

The screenshot shows the ProCare software interface. At the top, there is a menu bar with options like File, Edit, Patient, Module, Report, Tools, Utilities, Setup, ManageMyHealth, ConnectedCare, CBIT, CAT, Window, Help, and Support Chat. Below the menu bar, patient information is displayed: **MOUSE Biden (3115.0)**, 1112 Kilmister St, Parnell, 5672457, C3 - R, 11 Dec 2010 10 yrs, Female, Bangladesh, ZZV1908, E - Not Funded 0.00, SFE A-? CAS.

The main window is titled "New Profusion (ProCare)" and has tabs for Main, Consultation, More, and Audit. Under the "Main" tab, there is a section for "Clinical Programmes". It lists two programmes: "Te Tumu Waiora" and "MRI Service". Each programme has a green plus icon next to it, indicating it can be selected to open a form.

At the bottom of the window, there are buttons for "Print", "OK", "Cancel", and "Help".

Step Three

Select ACC and put in the ACC 45 number

MOUSE Biden (3115.0)
1112 Kilmister St, Parnell, 5672457

C3 - R
11 Dec 2010 10 yrs Female
ZZV1908
Bangladeshi
E - Not Funded 0.00
SFE CAS

New ProFusion (ProCare)

Main Consultation More Audit

ProFusion Clinical Programmes

Patient Name BIDEN MOUSE
NHI Number ZZV1908
Date of Birth 11/12/2010
Age 10
Gender Female

MRI CANCEL

Referral Funding Authority

ACC
Southern Cross

ACC 45 Number

Body Area For Scanning

☒ Knee • Ottawa Rules not present [Post Traumatic Knee Pain](#)
☐ C-Spine • Assessment shows no red flags [Cervical Spine Injury](#)
☐ L-Spine • Assessment shows no red flags [Lumbar Spine Injury](#)

SELECT MRI PROVIDER

☐ Checking this box is acceptance of the Terms and Conditions found [here](#)

Please note that clinical notes and findings will be used as part of quality assurance for use of this service.

Print OK Cancel Help

Step Four

Select body type

MOUSE Biden (3115.0)
1112 Kilmister St, Parnell, 5672457

C3 - R
11 Dec 2010 10 yrs Female Bangladeshi

ZZV1908

New ProFusion (ProCare)

Main Consultation More Audit

ProFusion Clinical Programmes

Patient Name: BIDEN MOUSE NH Number: ZZV1908 Date of Birth: 11/12/2010 Age: 10 Gender: Female

MRI CANCEL

Referral Funding Authority: ACC

ACC 45 Number: ACC 45 Number

Body Area For Scanning

- ☒ Knee • Ottawa Rules not present
[Post Traumatic Knee Pain](#)
- ☐ C-Spine • Assessment shows no red flags
[Cervical Spine Injury](#)
- ☐ L-Spine • Assessment shows no red flags
[Lumbar Spine Injury](#)

SELECT MRI PROVIDER

☐ Checking this box is acceptance of the Terms and Conditions found [here](#)

Please note that clinical notes and findings will be used as part of quality assurance for use of this service.

SUBMIT

Referral Questions

Indicate Site:

- ☐ Left
- ☐ Right

☐ X-Ray/Ultrasound Completed

Mechanism of Injury Statement

Type something...

One or more of the below associated features must be present. Check all that apply:

- ☐ Effusion present
- ☐ Mechanical symptoms present

At least one of the below must be selected as criteria for MRI, with the supporting description:

- ☐ Ligamentous Instability
- ☐ Meniscal Pathology
- ☐ Recommended by Specialist

Examination Findings

Type something...

Parked Print OK Cancel Help

Step Five

Put in referral info

New ProFusion (ProCare)

Main | Consultation | More | Audit

ProFusion Clinical Programmes

Patient Name: BIDEN MOUSE | NHI Number: ZZV1908 | Date of Birth: 11/12/2010 | Age: 10 | Gender: Female

MRI CANCEL

Referral Funding Authority: ACC

ACC 45 Number: ACC 45 Number

Body Area For Scanning

☒ Knee • Ottawa Rules not present [Post Traumatic Knee Pain](#)

☐ C-Spine • Assessment shows no red flags [Cervical Spine Injury](#)

☐ L-Spine • Assessment shows no red flags [Lumbar Spine Injury](#)

SELECT MRI PROVIDER

☐ Checking this box is acceptance of the Terms and Conditions found [here](#)

Please note that clinical notes and findings will be used as part of quality assurance for use of this service.

SUBMIT

Referral Questions

Indicate Site:

☒ Left ←

☐ Right

☐ X-Ray/Ultrasound Completed

Mechanism of Injury Statement

test ←

One or more of the below associated features must be present. Check all that apply:

☒ Effusion present ←

☐ Mechanical symptoms present

At least one of the below must be selected as criteria for MRI, with the supporting description:

☒ Ligamentous Instability ← ☐ Meniscal Pathology

☒ ACL

☐ PCL

☐ MCL

☐ Recommended by Specialist

Examination Findings

test ←

☐ Parked

Print OK Cancel Help

Step Six

Select MRI provider and the list of radiology options for referral will pop up.

The screenshot shows the 'New ProFusion (ProCare)' interface. The patient information is filled out: BIDEN MOUSE, MRN ZZV1908, DOB 11/12/2010, Age 10, Female. The 'MRI' section is active, and the 'SELECT MRI PROVIDER' button is highlighted with a red circle. A pop-up window titled 'MRI Providers' is open, showing a list of providers: TRINITYMRI, SRG, Mercy Radiology, and TRG imaging. A red arrow points to the 'SELECT' button for TRINITYMRI.

Step Seven

Tick the Terms and Conditions before submitting, then click Submit

New Profusion (ProCare)

Man Consultation More Audit

MTU Clinical Programmes

Patient Name: BIDEN MOUSE MRN Number: ZZV1908 Date of Birth: 11/12/2010 Age: 10 Gender: Female

Referral Pending Authority: ACC

ACC 45 Number: [text box]

Body Area For Scanning:

- ☒ Knee - Ottawa Rules not present [Link to Ottawa Rules](#)
- ☐ C-Spine - Assessment shows no red flags [Link to C-Spine](#)
- ☐ L-Spine - Assessment shows no red flags [Link to L-Spine](#)

☒ **Checking this box is acceptance of the Terms and Conditions found [link]**

☒ X-Ray/Ultrasound Completed

Mechanism of Injury Statement: [text box]

One or more of the below associated features must be present. Check all that apply:

- ☒ Effusion present
- ☐ Mechanical symptoms present

At least one of the below must be selected as criteria for MRI, with the supporting description:

- ☒ Ligamentous Instability
- ☐ Meniscal Pathology
- ☐ ACL
- ☐ PCL
- ☐ MCL
- ☐ Recommended by Specialist

Examination Findings: [text box]

Print OK Cancel Help

Step Eight

Referral record will pop up and say referral successful (this can be printed for patient to take home if they want a copy)

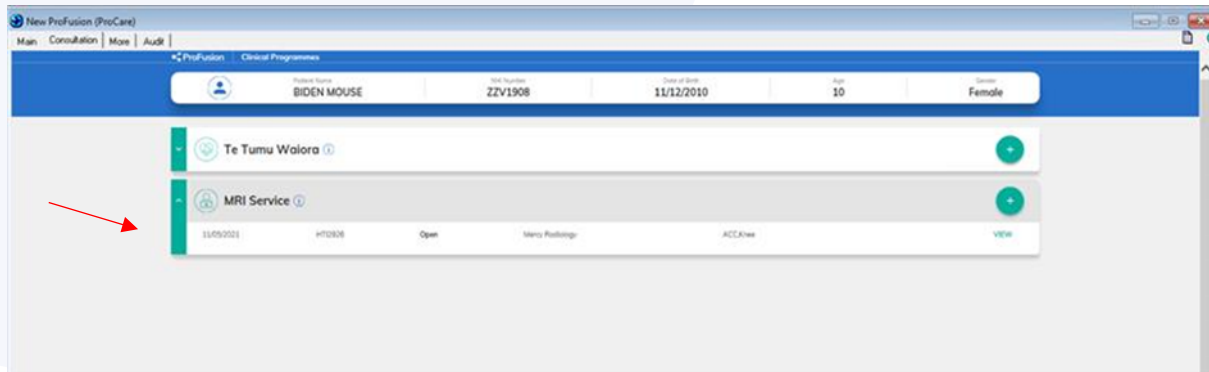
The screenshot displays the ProFusion (ProCare) software interface. At the top, a patient summary bar shows the name BIDEN MOUSE, ID ZZV1908, date of birth 11/12/2010, age 10, and gender Female. Below this, the 'MRI' section is active, showing a 'Referral Funding Authority' dropdown set to 'ACC' and an 'ACC #1 Number' field containing 'w04801'. To the right, the 'X-Ray/Ultrasound Completed' section shows 'Merry Radiology Group' and a 'Mechanism of Injury Statement' field. A central 'MRI Referral Record' window is open, displaying the following details:

Referral ID	w02028
Requested Date	2021-05-11
NHS	ZZV1908
Name	BIDEN MOUSE
DOB	11/12/2010
Gender	F
Speciality	Radiology
Address	1112 Kilmuir St, Farnell, Auckland
Phone	649 5672457
Email	
ACC #1 Number	w04801
X-ray/Ultrasound provider	Merry Radiology Group
Body area	Spine
Location	Left
Associated features	Epiphysis present
MRI criteria	Ligamentous instability, looked at ACJ

Below the record, there is a 'Recommended by Specialist' checkbox and an 'Examination Findings' text area. The interface includes a 'Print' button and a 'Close' button at the bottom right of the record window. The main window has a 'Printed' status at the bottom left and 'Print', 'OK', 'Cancel', and 'Help' buttons at the bottom right.

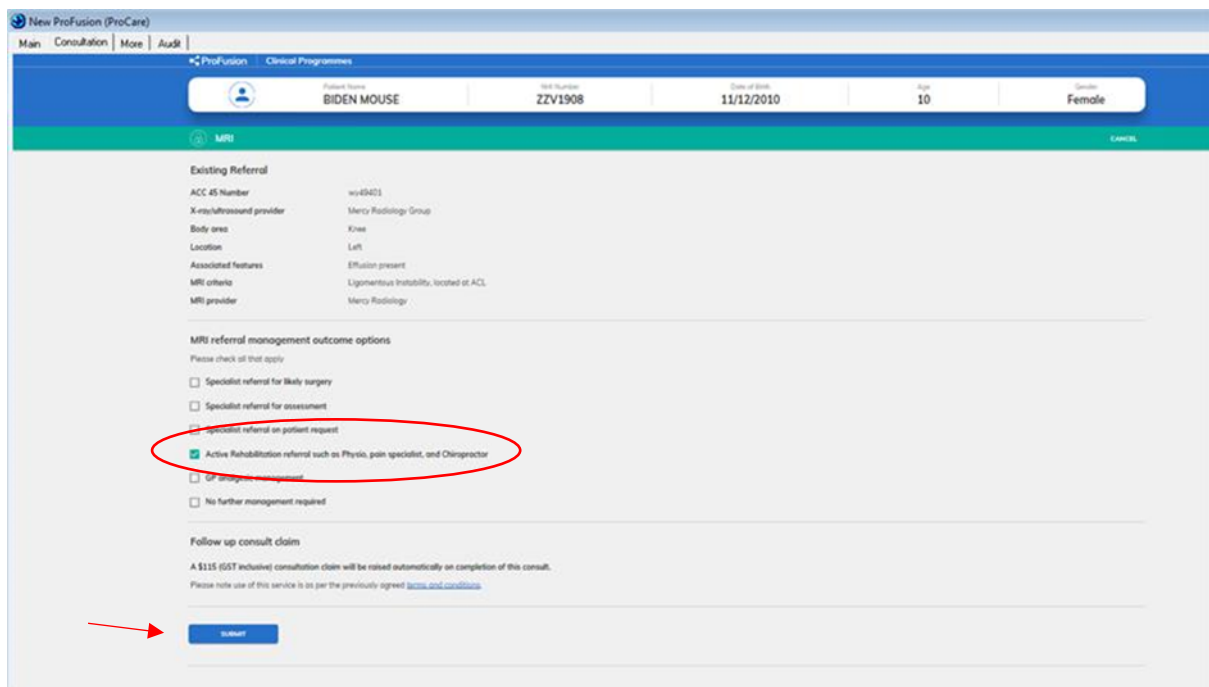
Submitting Outcome and Claiming

1. Go back to the Profusion form per above
2. Click on the dropdown and the previous open referrals will appear
3. Select the patient



The screenshot shows the 'New Profusion (ProCare)' interface. At the top, there's a patient summary bar with fields for Patient Name (BIDEN MOUSE), MRN Number (ZZV1908), Date of Birth (11/12/2010), Age (10), and Gender (Female). Below this, there's a list of referrals. The first referral is 'Te Tumu Waiora'. The second referral is 'MRI Service', which is highlighted with a red arrow. The 'MRI Service' referral has a date of 11/05/2021, a status of 'Open', and a 'VIEW' button.

4. Select outcome and submit claim






The screenshot shows the 'MRI referral management outcome options' section. It includes a table of 'Existing Referral' details, followed by a section titled 'MRI referral management outcome options'. This section contains several checkboxes: 'Specialist referral for likely surgery', 'Specialist referral for assessment', 'Specialist referral on patient request', 'Active Rehabilitation referral such as Physio, pain specialist, and Chiropractor' (which is circled in red), 'Of ongoing management', and 'No further management required'. Below this, there's a 'Follow up consult claim' section with a note about a \$115 (GST inclusive) consultation claim. At the bottom, there's a blue 'Submit' button, which is pointed to by a red arrow.

MRI Ordering Cheat Sheet

MRI Ordering Cheat Sheet Your form for ordering has now been installed on your PMS. Please contact [Help Desk \(09\) 374 6759 option 1](#) for support if you need assistance with using the form.

MRI Referral Steps

	MedTech	MyPractice	Indici
STEP 1	Shift F3	Shift F2	Select the patient and open the patient record
STEP 2	Click on 'ProCare Services' OR select Profusion icon 	Click on 'Clinical Notes' Click 'Forms' Click on 'ProCare Services' OR select Profusion icon 	Select Profusion icon 
STEP 3	Fill in ACC Number and X-Ray details	Fill in ACC Number and X-Ray details	Fill in ACC Number and X-Ray details
STEP 4	Then select body site and the relevant screen will show	Then select body site and the relevant screen will show	Then select body site and the relevant screen will show
STEP 5	Fill in information and submit request (Note: The referral is automatically sent to the selected Radiology provider for MRI referral). This is saved to the Patient Inbox.	Fill in information and submit request (Note: The referral is automatically sent to the selected Radiology for MRI referral). This is saved to the 'Notes' and 'Results' tab	Fill in information and submit request (Note: The referral is automatically sent to the selected Radiology for MRI referral). This is saved in the patient outbox and timeline.
STEP 6	The voucher will appear. Click print on the voucher and give a copy to patient.	The voucher will appear. Click print on the voucher and give a copy to patient.	The voucher will appear. Click print on the voucher and give a copy to patient.

MRI Follow-up Consultation Steps

	MedTech	MyPractice	Indici
STEP 1	Open Patient in PMS, reopen advanced form and follow-up consult form automatically appears, you need to be a GP to complete	Open Patient in PMS, reopen advanced form and follow-up consult form automatically appears, you need to be a GP to complete	Open Patient in PMS, reopen advanced form and follow-up consult form automatically appears, you need to be a GP to complete
STEP 2	Fill out information and record consult	Fill out information and record consult	Fill out information and record consult
STEP 3	The follow-up consult information claim is automatically sent to ProCare for processing. ProCare will raise a BCTI invoice automatically for the claim.	The follow-up consult information claim is automatically sent to ProCare for processing. ProCare will raise a BCTI invoice automatically for the claim.	The follow-up consult information claim is automatically sent to ProCare for processing. ProCare will raise a BCTI invoice automatically for the claim.