One-point lesson

How to view all the open Primary Options cases for my practice

1.	Initiate Primary Options: - Bring up a test patient on to the palette (e.g. Mickey Mouse). - Click on Module, Advance Form, New Form (shift F3). - Highlight MHN Primary Options. - Click OK. Alternatively: If you have the Primary Options MedTech button installed and placed on your toolbar, you may click this and skip 'Step 1'.	
2.	View Open Cases: - click 'View Open Cases'.	
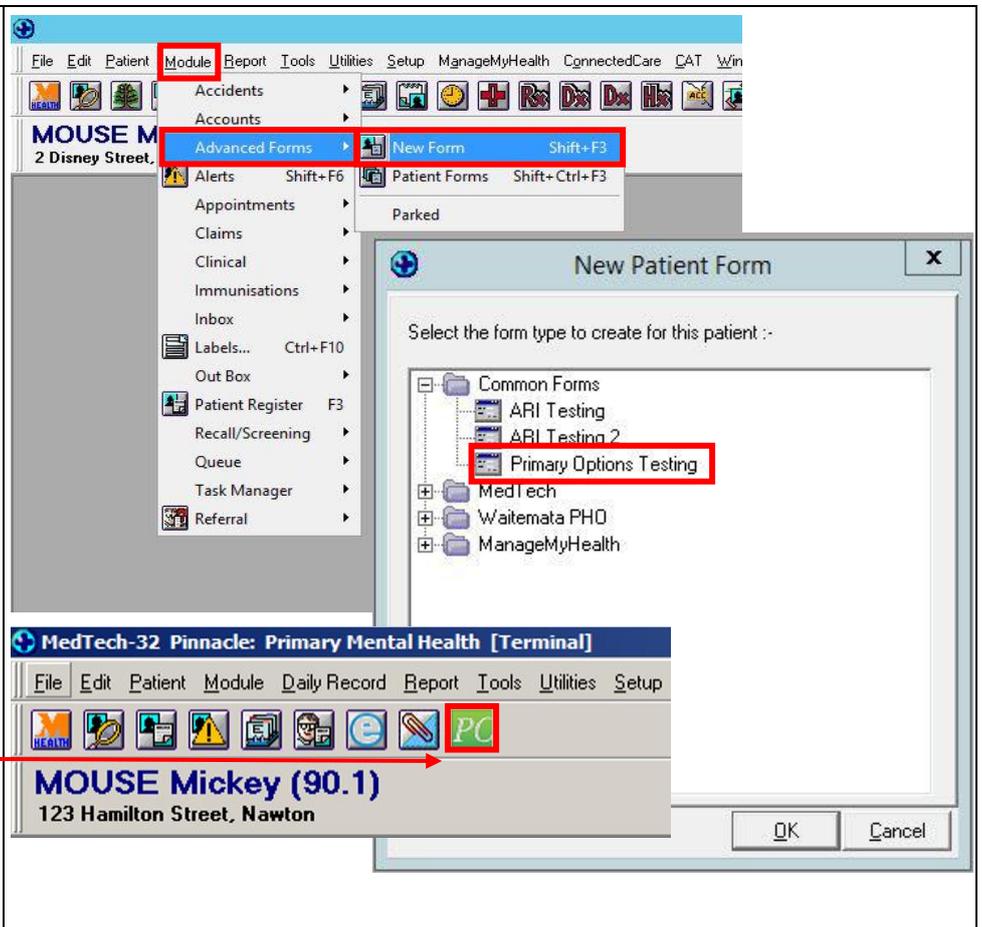
3.	A report will automatically be generated showing all referrals missing outcomes and/or requiring further information. Outcomes must be completed, and further information supplied prior to receiving payment. **What each section on the report means:** This section lists all the cases that are currently open and require an outcome to be lodged. ⟶ This section lists all the items (e.g. invoices, referrals, outcomes) ⟶ that are currently on hold by the Primary Options team because additional information is required. On the right-hand side of each item you will see a note written by the team that needs to be actioned before the item can be accepted.	# FAX **Primary Options for Midlands Health Network** 711 Victoria St, , G00027-C. Phone [07 834 8289] Fax [07 338 8485] To: **Mhn Training Database** Date: 20 Apr 2016 Fax: Customer No: 285 Re: **Information** A final claim/outcome is required for the following cases. Please fax your referral and clinical notes to 07 338 8485 or lodge electronically. DUCK, DAISY (AAA9999) - 01 Apr 2016 - Cellulitis (WK456789) Additional information is required for the following claims. To ensure prompt payment, please fax information to 07 338 8485 MOUSE, MICKEY (AAA9999) - 19 Apr 2016 - Invoice (WK023187) - *Please lodge the IV administration notes for this invoice - 19/04/2016* MOUSE, MICKEY (AAA9999) - 20 Apr 2016 - Referral (WK046875) - *Please submit the initial GP consultation notes for this referral - 20/04/2016* Thank You, Primary Options for Midlands Health Network