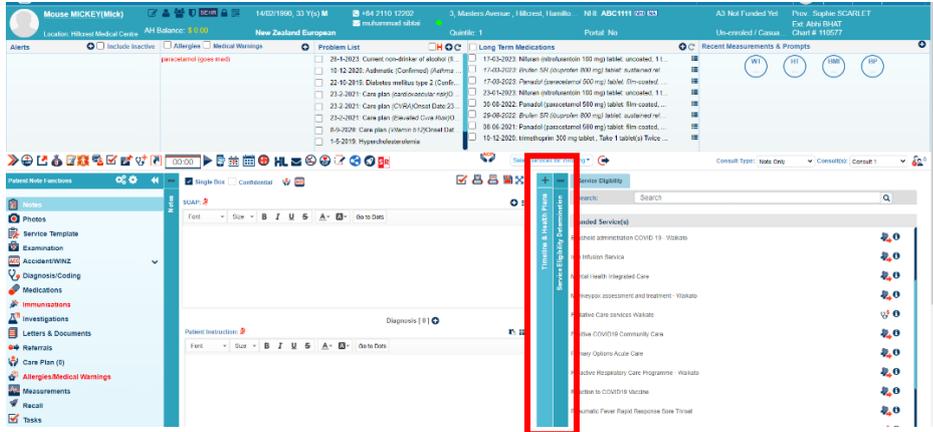
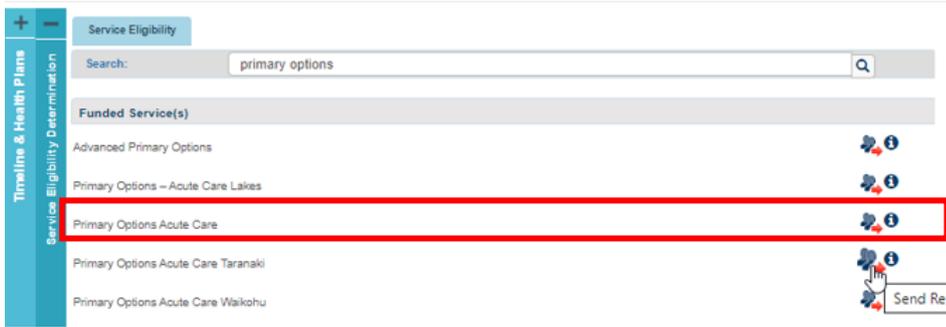
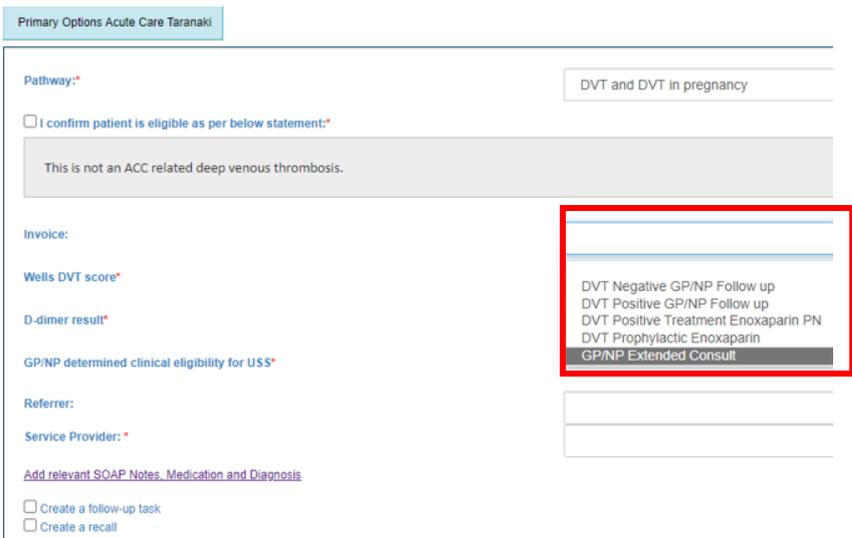
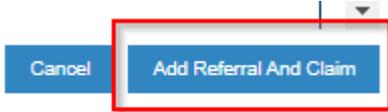
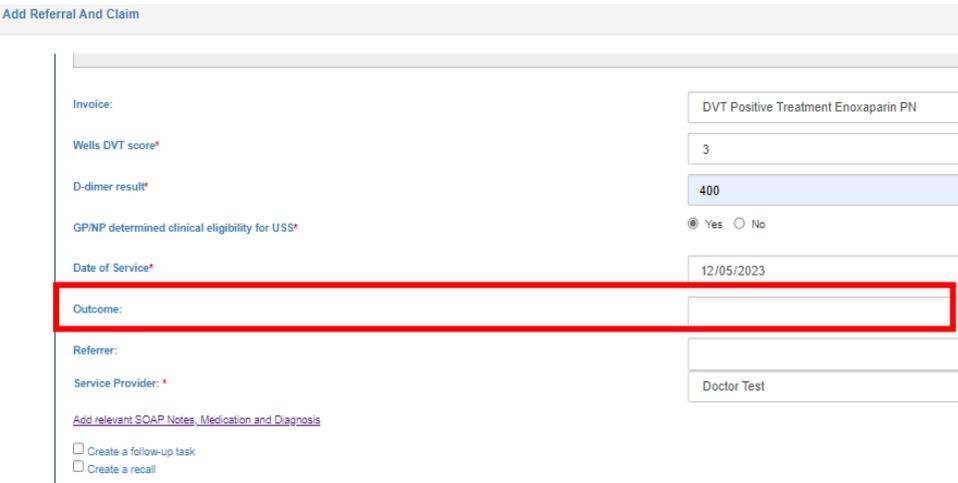


ONE POINT LESSON

How to lodge a referral - Indici

<p>1. Open 'Service Eligibility Determination' by expanding the section</p>	
<p>2. Find <i>Primary Options Acute Care</i> and click on the icon with two people and the red arrow. This will open the referral screen.</p>	
<p>3. The Referral page will open. Select the appropriate pathway, select the provider and add the relevant SOAP notes. There may be more mandatory fields to fill in depending on the pathway selected.</p>	
<p>4. If you want to simply submit the referral (no claiming) you can do this by clicking on the Add Referral button. An invoice is not mandatory.*</p>	

<p>5. If you wish to claim at the time of referral, select the invoice from the invoice drop-down menu and fill in any further mandatory fields.</p> <p>**Please ensure you add relevant SOAP notes to support the claim you are making.</p>	
<p>6. Click on the Add Referral and Claim button. This will Submit the referral and claim but will not close the case.</p>	
<p>7. If you are satisfied you will not be making any additional claims, the case can be closed by completing the outcome.</p>	

*If you are creating a referral for the purposes of obtaining the case number for an ultrasound or x-ray referral, you do not have to submit an invoice or close the case at the same time.

******Please do not claim for a follow-up consult at the time of referral when you are sending the patient for an ultrasound or x-ray. The follow-up consults are meant to be claimed once you have reviewed the result of the investigation and have a consultation with the patient to discuss the results and further treatment, if needed.