# Scheduling and Referrals – MBS Consent worklist



Digital Health Quick Reference Guide

#### This Quick Reference Guide will explain how to:

Update MBS Consent for patients in the following scenarios -

- 1. Patient MBS Consent is Yes
- 2. Patient MBS Consent is No
- 3. Patient MBS Consent not received day of clinic

#### Important

- In the process of adding a referral in EMR, if 'Account Class' is selected as 'Medicare Bulk Bill', MBS Consent field appears. If the MBS Consent is not completed, the patient's referral falls on to the MBS Consent worklist.
- 1. Open PMoffice

2. In Worklist, double click on MBS Consent

Wor	klist
	Clinician Not In Database
	Interpreter Required
	List - Patient Referrals
£	List - Referral Encounters
2	MBS Consent
	Mode of Transport

 Select appropriate Medical Services and click Move. Click OK

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Sunshine     Williamstown	Select All	Sunshine Williamstown	
elect or Skin Med Services			
om available:		* Selected:	Skip
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AH Physic Fracture	Select All	1	
AH Physio Gym AH Podiatry			
H Psychology Complex Medicine			





### Scenario 1 - Patient MBS Consent is 'Yes'

4. From MBS Consent worklist, right click on patient and select **Referral Add/Modify** 

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S	2	2000156	KAREV, ALEX			
В		2000156	KAREV, ALEX		Referral Add/Modify	
sent		2000438	INTEGRATIONTESTTHREESC,		Registration - Non-Admitted	
					Encounter Summary	

5. From the Referral and Encounter Info tab, select MBS Consent field Yes



6. Enter the date patient has provided consent in to MBS Consent Date field

* MBS Consent Date:	
20/06/2023	÷.

Complete any other	🔝 Referral Add/Modify										- ø ×
mandatory fields if	UR Number: 2000156										
	Last Name:	First Name:	Middle Name:	Title	Sex	D	late of Birth:	Age	Medicare Status:		
needed, and click	KAREV	ALEX		Mr	Male	× 0	17/07/1985	37Y			
	Medicare Number	Medicare Expiry Date:	Arrival Comment:								
Complete	FIN (Voit #): 21001667	Referral ID: VSPC 2010	Referral Data Set: VINAH 18 (2023-2028)	Encounter Data Set:	Episode Type (Program): Snecialist Clinics (OP)	R	leferral Encounter ID:	Launcher			
Patient's referral falls	Patient Information Referral and Enco	unter Info Portal Authorised Representat	ives Notes and Alerts		- (special constant)						~
	*Referral Add Type: *New Referral	Referral Received Date:	*Date on Referral: 19/06/2023	Waiting Start Date:	Referral Type:		Referral Source:     GP/Local Medical Officer	Referral Length:     12 Months	Referral Expiry Date: 31/12/2100	A	
off the IVIBS Consent		(10 CO LAD)			¥					Ψ.	
worklist.	Wait List Status: Scheduled	• Referral Status/Priority: Schedule Appt - Urgent < 30 Days ~	Proposed Priority:	VINAH - Referral In Outcome:     Referral Accepted - New Appo.	Referral Accepted Date:	$\frac{\Delta}{\Psi} \Psi$	Last Clinical Review Date: 20/06/2023	Breach Date:			
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	Facility: Footscray	Keason for Visit:	Diagnosis, assessment, treatment	Neterral in Stream:     Physiotherapy	Physiotherapy	~	AH Physiotherapy	Fractures to upper limb     V	Medicare Bulk Bill	~	
	MBS Consent: Yes	* MBS Consent Date:									
	Referred by:										
	*Referring Clinician:	Referring Facility:	Referring Unit: External: Renar/Exc/Email								
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	Business Address: Williamstown Ho Business Phone: 03 9393 0100 Ema Medicare Provider #: 17067	spitalRailway CrescentWilliamstown, Victor il:	ria3016Australia (includes External Te	ritories							<b>_</b>
	Referred to:										
	* Referred to:	<ul> <li>Referral Appointment Type:</li> </ul>	*Schedule To Facility:	Tier 2 Code:	* VINAH - First Appt Notifie	d Date:	Suppress Patient Letter?:	*Booking Notes:	Recommending Date:		
	Woo, Andrew - HMO	Physiotherapy New V	Footscray	×	19/06/2023	0.4		V book in 2 weeks		0.4	
	Ready to Schedule:										
	Contact Provider - if different than o	summent facility									
											~
										Complete	Cancel

- 8. In order to update MBS Consent on the patient's appointment as well, navigate to Scheduling Appointment Book
- 9. Click on Appointment Inquiry

7.

10. From Person tab, select **Patient Schedule – All Appointments (history)** inquiry. Search for patient, adjust dates, and click **Find**.

Person	Resource	Location	Request Lis	t
Inquiry: Patient	Schedule - All	Appointment	s (history)	~
Person: KAREV,	ALEX			
Start dat 01/06/2	e: 2023 🛓 🗸	Start time:	•	
End date		End time: 2355	•	
F	ind	Clear	C	lose





3:30 PM

07/06/2023 - 2:00 PM Gynaecology 07/06/2023 - 1:30 PM Gynaecology Confirm...

Contact. Modify...

- 11. Right click on patient appointment, click Modify
- 12. From Details tab, change MBS Eligible value from 'No - Other' to 'Yes' and click OK

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#### Important

MBS Eligibility does not just depend on patient consent, it also depends on other factors like valid referral etc. (This remains as per what your department follows in current state).

## Scenario 2 - Patient MBS Consent is 'No'

13. From MBS Consent worklist, right click on patient and select Referral Add/Modify

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S	2	2000156	KAREV, ALEX		
В	2	2000156	KAREV, ALEX		Referral Add/Modify
Ser		2000438	INTEGRATIONTESTTHREESC,		Registration - Non-Admitted
=					
					Encounter Summary

Public: Eligible

14. From the Referral and Encounter Info tab, select MBS Consent field No	MBS Consent:	
	No	~
15. Enter the date patient has provided consent in to MBS Consent Date field	* MBS Consent Date: 20/06/2023	<u>^</u> v
16. Change Account Class from Medicare Bulk Bill to Public: Eligible	* Account Class:	







If Account Class is not changed to Public, when attempting to click 'Complete' the following pop up window will appear
Account Class Reset [F-C-208]
The patient has not consented to be Bulk Billed, please change them to
Public Eligible
OK

17. Complete any other mandatory fields if needed, and click **Complete** 

> Patient's referral falls off the MBS Consent worklist.

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							speciality (or)					
t Information Referral and E	ncounter info Portal Autho	rised Representat	tives Notes and Alerts									
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ferral Details												
acility:	Reason for Visit:		VINAH - Referral In Reason:		Referral In Stream:		* Referral (Episode) Stream:		* Specialty:	*VINAH - Health Conditions:	* Account Class:	
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eferring Clinician:	<ul> <li>Referring Facility:</li> </ul>		Referring Unit:									
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- 18. In order to update MBS Consent on the patient's appointment as well, navigate to Schedule Appointment Book
- 19. Click on Appointment Inquiry 🚳
- 20. From Person tab, select **Patient Schedule All Appointments (history)** inquiry. Search for patient, adjust dates, and click **Find**.

Person	Resource	Location	Request List	
Inquiry:				
Patient S	Schedule - All	Appointment	s (history)	$\sim$
Person:				
KAREV,	ALEX			
Start date 01/06/2	e: 1023 🔺 🗸	Start time:	▲ ▼	
End date	: * • •	End time: 2355	▲ ▼	
F	ind	Clear	Cle	ose

21. Right click on patient appointment, click Modify





22. From Details tab, change **MBS Eligible** value from 'No - Other' to 'No - Patient did not consent' and click **OK** 



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#### Scenario 3 - Patient MBS Consent not received – day of clinic

- 1. Navigate to Schedule Appointment Book
- 2. Click on Appointment Inquiry
- 3. From Location tab, select inquiry **Appointment Check In by Location Group**, select appropriate **Location Group** and click **Find**

Person	Resource	Location	Request List	
Inquiry:	nent Check Ir	by Location	Group	
Start date 19/06/2	e: 2023 💌 🗸	Start time:		~
End date 19/06/2	e: 2023 💌 🗸	End time: 2355	•	
Location SJK Wo	Group: men's Clinic A	1		
Fin	d	Clea <u>r</u>	Close	

 All patients who have appointments booked and need to be checked in for those locations appear. Right click on patient appointment, and select Check In

Est Arrival	FIN	Patient Type	MRN	Patient Name	Appt Date	Appt Dur	Appt Type
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				R	eschedule		
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				N	o Show		
				С	heck In		

5. Click OK



6. As the patient is being checked in, you can ask them to sign the consent form.

Once the form has been signed, within the Referral Check In screen, update the MBS consent field.

If signed 'YES', change MBS Consent field to 'Yes' with today's date

If signed '**NO**', change MBS consent field to 'No' with today's date, and update Account Class from Medicare Bulk Billed to Public – Eligible.

Select Complete.

	Referral Check In								- 0
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7. Update MBS Consent on the patient's appointment as well by following same steps as above (Steps 18 - 22).

