

Scheduling and Referrals – MBS Consent worklist



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

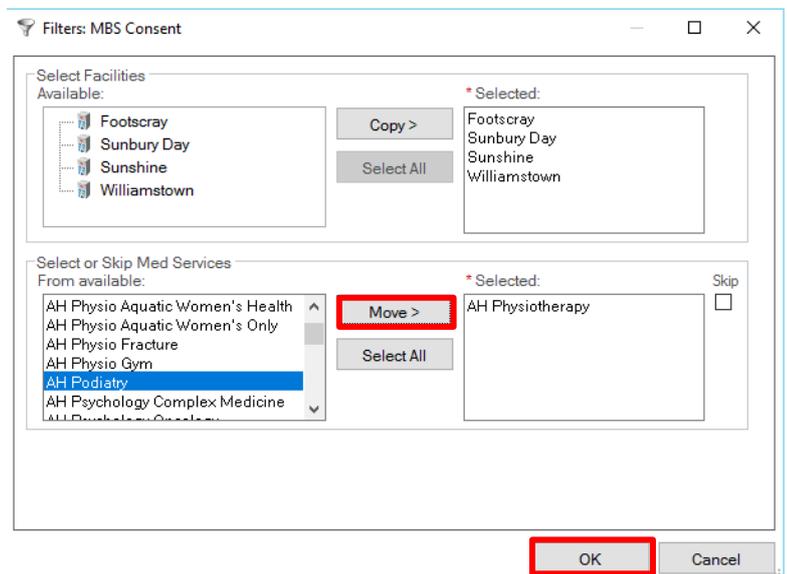
- In the process of adding a referral in EMR, if 'Account Class' is selected as 'Medicare Bulk Bill', MBS Consent field appears. If the MBS Consent is not completed, the patient's referral falls on to the MBS Consent worklist.

1. Open **PMoffice**

2. In **Worklist**, double click on **MBS Consent**



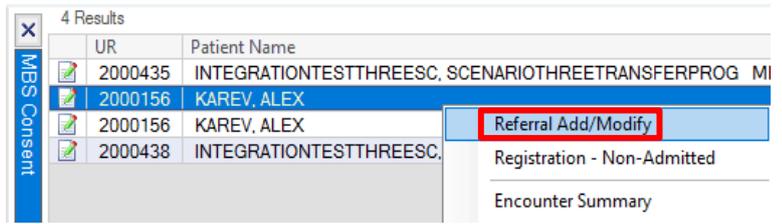
3. Select appropriate Medical Services and click **Move**. Click **OK**



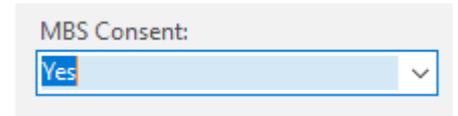


Scenario 1 - Patient MBS Consent is 'Yes'

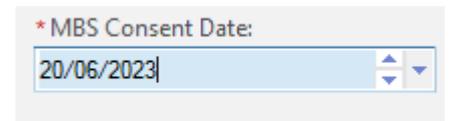
4. From MBS Consent worklist, right click on patient and select **Referral Add/Modify**



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

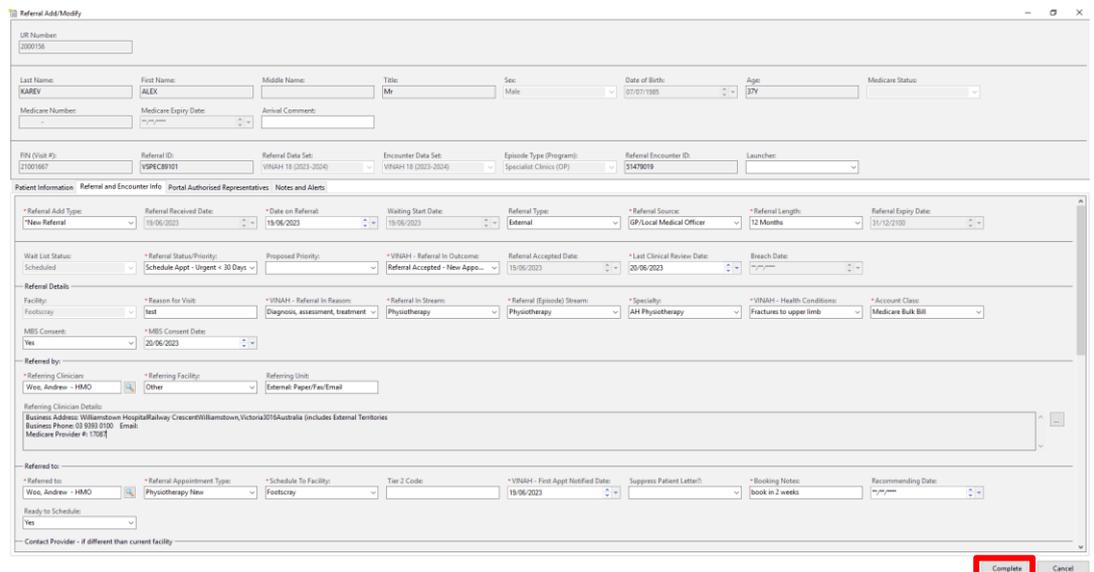


6. Enter the date patient has provided consent in to **MBS Consent Date** field



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

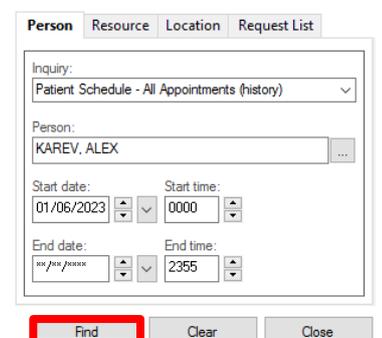
Patient's referral falls off the MBS Consent worklist.



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

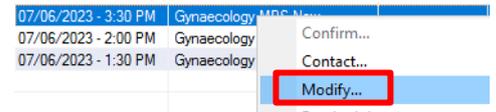
9. Click on Appointment Inquiry

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

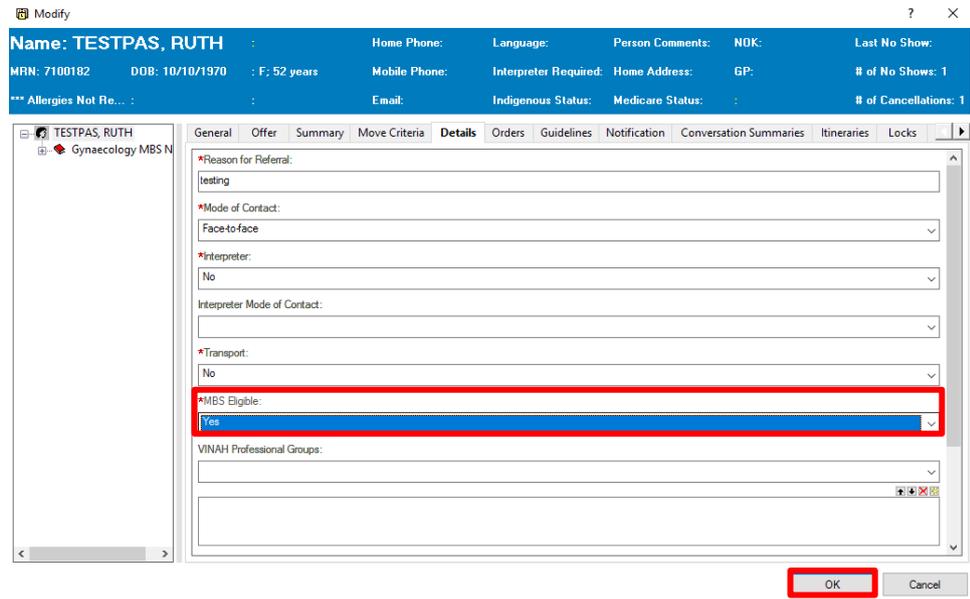




11. Right click on patient appointment, click **Modify**



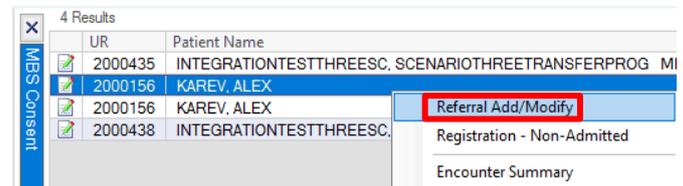
12. From Details tab, change **MBS Eligible** value from 'No - Other' to 'Yes' and click **OK**



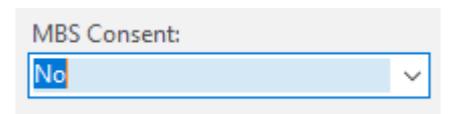
! Important
MBS Eligibility does not just depend on patient consent, it also depends on other factors like valid referral etc. (This remains as per what your department follows in current state).

Scenario 2 - Patient MBS Consent is 'No'

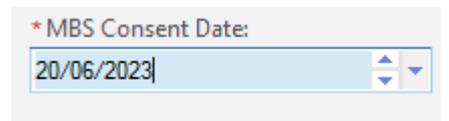
13. From MBS Consent worklist, right click on patient and select **Referral Add/Modify**



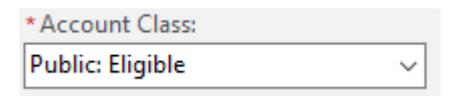
14. From the Referral and Encounter Info tab, select **MBS Consent** field **No**



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



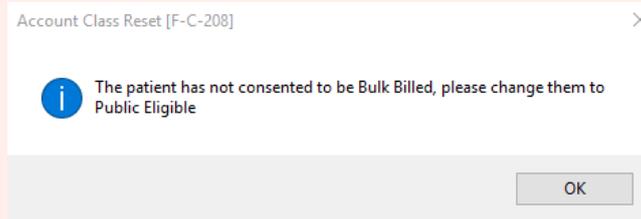
16. Change **Account Class** from Medicare Bulk Bill to Public: Eligible





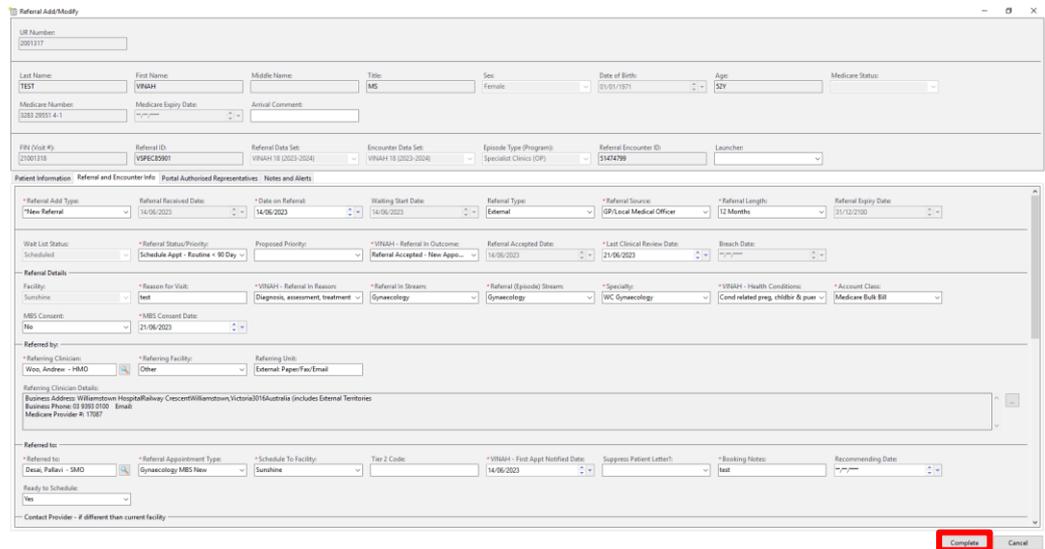
Handy Hint

If Account Class is not changed to Public, when attempting to click ‘**Complete**’ the following pop up window will appear



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

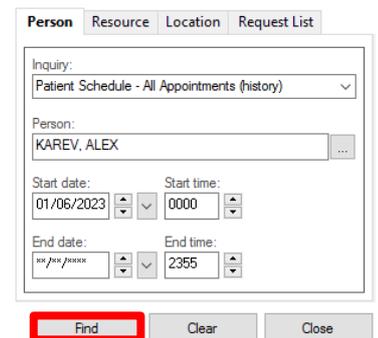
Patient’s referral falls off the MBS Consent worklist.



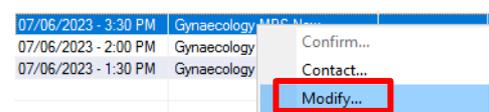
- 18. In order to update MBS Consent on the patient’s appointment as well, navigate to **Schedule Appointment Book**

- 19. Click on Appointment Inquiry

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



- 21. Right click on patient appointment, click **Modify**





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

Modify

Name: TESTPAS, RUTH Home Phone: Language: Person Comments: NOK: Last No Show:

MRN: 7100182 DOB: 10/10/1970 F: 52 years Mobile Phone: Interpreter Required: Home Address: GP: # of No Shows: 1

Allergies Not Re... : Email: Indigenous Status: Medicare Status: # of Cancellations: 1

TESTPAS, RUTH Gynaecology MBS N

Reason for Referral: testing

Mode of Contact: Face-to-face

Interpreter: No

Interpreter Mode of Contact:

Transport: No

MBS Eligible: No - Patient did not consent

VINAH Professional Groups:

OK Cancel

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

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

Person Resource Location Request List

Inquiry: Appointment Check In by Location Group

Start date: 19/06/2023 Start time: 0000

End date: 19/06/2023 End time: 2355

Location Group: SJK Women's Clinic A

Find Clear 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**
- Click **OK**

Est Arrval	FIN	Patient Type	MRN	Patient Name	Appt Date	Appt Dur	Appt Type
19/06/2023 09:40	21001431	Referral	489728	LAU, PHAN M MBS	19/06/2023 09:40	00:15	Gynaecology MBS

Context menu options: Confirm..., Contact..., Modify..., Reschedule, Hold..., Cancel..., No Show..., Check In...



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**.

The screenshot shows the 'Referral Check In' form with the following details:

- IR Number:** 7100057
- Last Name:** TESTAS, **First Name:** MONICA, **Middle Name:** [empty], **Title:** Mrs, **Sex:** Female, **Date of Birth:** 12/07/1970, **Age:** 52Y, **Medicare Status:** Eligible
- Medicare Number:** 2389 72983 7-9
- Referral ID:** VSPEC81921, **Referral Data Set:** VINAH 17 (2022-2023), **Encounter Data Set:** VINAH 18 (2023-2024), **Referral Encounter ID:** 51470439
- Current Encounter Information:**
 - Visit Type:** Outpatient
 - Reason for Visit:** enlighten test
 - Specialty:** WC Gynaecology
 - Referred to:** Mitchell, Rebecca - SMO
 - Account Class:** Medicare Bulk Bill
 - MBS Consent:** Yes
 - MBS Consent Date:** 21/06/2023
- Referring Clinician:** Woo, Andrew - HMO
- Location:** Building: SIK OP, Outpatient Location: SIK WC 1A GYN
- Additional Information:** My Health Record Consent: Given

A red box highlights the 'MBS Consent' field (set to 'Yes') and the 'MBS Consent Date' field (set to '21/06/2023'). Another red box highlights the 'Complete' button at the bottom right of the form.

7. Update MBS Consent on the patient's appointment as well by following same steps as above (Steps 18 – 22).