

Scheduling and Referrals – MBS Eligible Booking



This Quick Reference Guide will explain how to:

Select the correct MBS Eligible status at time of appointment booking, appointment check-in and by modifying appointment.

! Important – MBS Eligible – Definitions

In the field **MBS Eligible** under **Appointment Attributes**, the drop-down list will allow the following options (this information can be added at multiple points):

MBS Eligible Options	Description
No – ED referral	Referral received from ED is not eligible for MBS funding
No – Expired Referral	If the referral is expired at time of next appointment, it is not eligible for MBS funding
No – Invalid Provider	If provider number has been closed by hospital, the appointment cannot be billed
No – Other	All other or unknown reasons as to why referral is not eligible for MBS funding
No – Patient did not consent	Patient responded 'no' to MBS Consent
No – Post inpatient review	Patient has been referred by Ward
No – Post operative review	Patient has been referred Post Op
No – Unnamed Referral	Referral has not been addressed to HOU
Yes	Referral is MBS funding Eligible

*MBS Eligible:

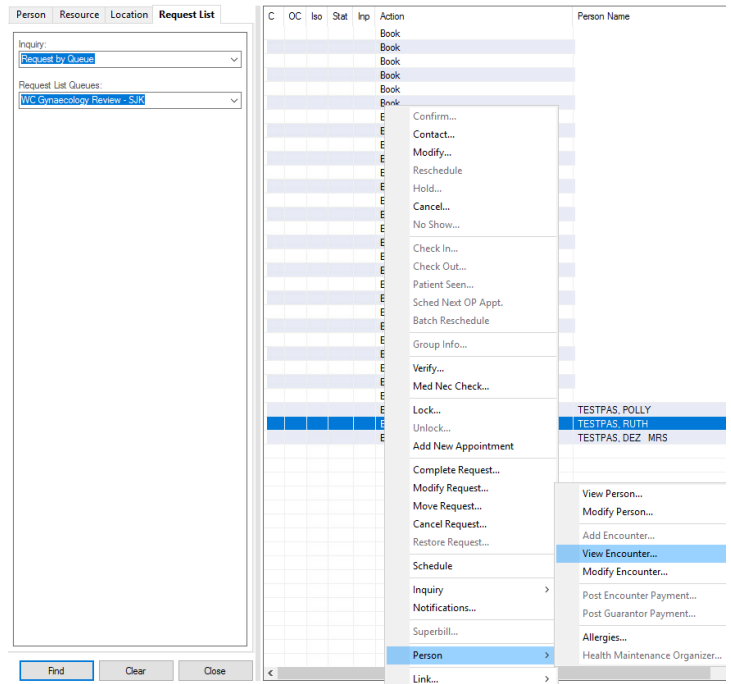
Data Migration
No - ED referral
No - Expired Referral
No - Invalid Provider
No - Other
No - Patient did not consent
No - Post inpatient review
No - Post operative review
No - Unnamed Referral
Yes

! Important - The below Method 1 is a suggested process for identifying MBS Eligibility.

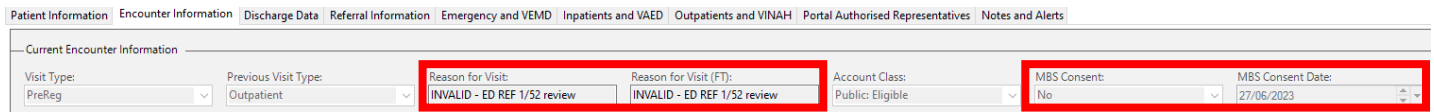


Method 1 – When booking a New or Review appointment from Request List

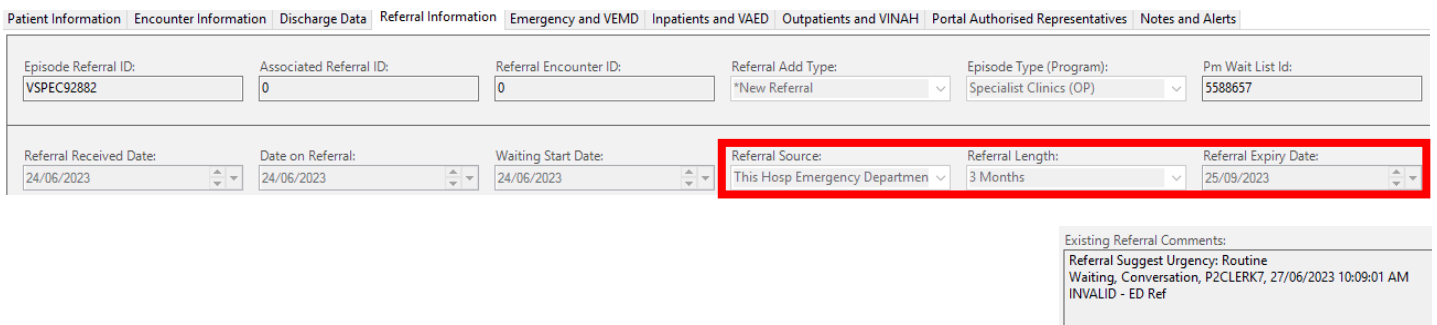
1. In **Scheduling Appointment Book**, go to **Appointment Inquiry** view
2. Open relevant **Request List**
3. Locate patient, select **Person**, then select **View Encounter**



4. From here, we can check **Encounter Information** tab which will display current appointment comments under **Reason for Visit** and then also **MBS Consent**



5. Click on **Referral Information** tab which will show **Referral Source** and **Referral Expiry**. You can also scroll down and view '**Existing Referral Comments**' if your business unit decides to use this.



6. Now that we have identified if the Patient is or is not MBS Eligible, close window by clicking **Complete** and continue to scheduling as per **Scheduling - Scheduling Actions** QRG.



Handy Hint

When the Appointment Attributes window appears, under **Reason for Return Appointment** add comments such as INVALID – ED Ref. This comment will then appear next time you book a review appointment from this encounter and make it easier to identify.

Alternatively, view the original Referral Encounter to identify MBS Eligibility.



Method 2 – Updating when checking in Patient via Scheduling Appointment Book

1. Right click Patient appointment > Select **Actions** > **Check in...**
Check In window will appear.
2. Click on **Details** tab > update ***MBS Eligible:** field. Select **OK**.

Check In

Name: TEST, VINAH MS : Home F

MRN: 2001317 DOB: 01/01/1971 : F; 52 years Mobile

*** Allergies Not Re... : Email:

TEST, VINAH MS

Gynaecology MBS N

General Offer Summary **Details**

Interpreter Mode of Contact:

*Transport:

No

*MBS Eligible:

Yes

Method 3 – Updating by modifying or checking in Patient via Appointment Inquiry

1. Bring up the appointment in either one of the tabs under **Inquiries Person, Resource** or **Location**.
2. Depending on if you are just modifying the appointment or checking in your patient, please follow a) or b)
 - a) Right click patient > select **Modify**. The **Modify** window will appear.

or

 - b) Right click patient > select **Check In**. The **Check In** window will appear.
3. Click on **Details** tab > update ***MBS Eligible:** field. Select **OK**

Appointment Attributes

TESTPAS, BRENDA

Gynaecology MBS New

Details Orders Move Criteria Resource List Guidelines Appointment

*Reason for Referral:

TEST

*Mode of Contact:

Face-to-face

*Interpreter:

No

Interpreter Mode of Contact:

*Transport:

No

*MBS Eligible:

VINAH Professional Groups:

OK Cancel