

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**

The screenshot shows the 'Request List' window with a dropdown menu open for a patient. The menu options include: Confirm..., Contact..., Modify..., Reschedule, Hold..., Cancel..., No Show..., Check In..., Check Out..., Patient Seen..., Sched Next OP Appt., Batch Reschedule, Group Info..., Verify..., Med Nec Check..., Lock..., Unlock..., Add New Appointment, Complete Request..., Modify Request..., Move Request..., Cancel Request..., Restore Request..., Schedule, Inquiry, Notifications..., Superbill..., Person, and Link... The 'Person' option is highlighted, and a sub-menu is visible with options: View Person..., Modify Person..., Add Encounter..., View Encounter..., Modify Encounter..., Post Encounter Payment..., Post Guarantor Payment..., Allergies..., and Health Maintenance Organiz...

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

The screenshot shows the 'Encounter Information' tab. Fields include: Visit Type (PreReg), Previous Visit Type (Outpatient), Reason for Visit (INVALID - ED REF 1/52 review), Reason for Visit (FT) (INVALID - ED REF 1/52 review), Account Class (Public: Eligible), MBS Consent (No), and MBS Consent Date (27/06/2023). The 'Reason for Visit' and 'MBS Consent' fields are highlighted with red boxes.

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.

The screenshot shows the 'Referral Information' tab. Fields include: Episode Referral ID (VSPEC92882), Associated Referral ID (0), Referral Encounter ID (0), Referral Add Type (*New Referral), Episode Type (Program) (Specialist Clinics (OP)), Pm Wait List Id (5588657), Referral Received Date (24/06/2023), Date on Referral (24/06/2023), Waiting Start Date (24/06/2023), Referral Source (This Hosp Emergency Departmen), Referral Length (3 Months), and Referral Expiry Date (25/09/2023). The 'Referral Source' and 'Referral Expiry Date' fields are highlighted with red boxes.

The screenshot shows the 'Existing Referral Comments' section with the text: Referral Suggest Urgency: Routine, Waiting, Conversation, P2CLERK7, 27/06/2023 10:09:01 AM, INVALID - ED Ref.

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 P
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 ? X

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