

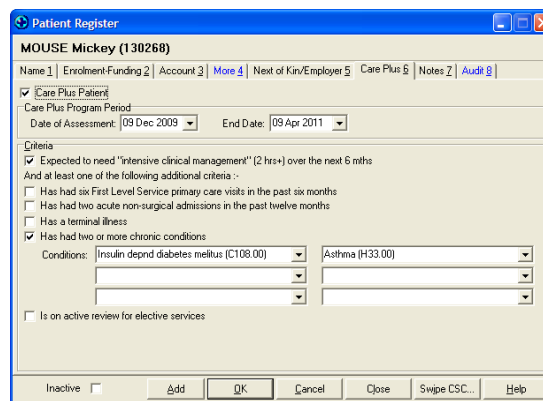
CARE PLUS REGISTRATION ADVANCED FORM

From 1 January 2010, South Link Health will not process any Care Plus claims you send them.

In order to receive payments for your Care Plus registrations, you will need to use the **NBPH Care Plus Registration** advanced form to submit your claim to Nelson Bays Primary Health, who will then process it for payment.

Although the **NBPH Care Plus Registration** advanced form may look different to the old South Link Health form, you will use it in the same way.

1. Fill in the Care Plus details on the **Care Plus** tab of the **F3** screen.



If you are re-registering the patient, don't forget to update the date of assessment.

2. Press **Shift-F3** to bring up the list of Advanced Forms, and select **NBPH Care Plus Registration**.
3. A pop-up message will inform you if the patient is not eligible for Care Plus.

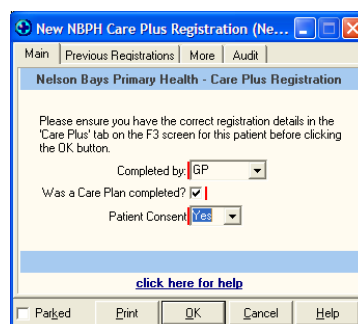
Possible reasons that the patient may not be eligible for Care Plus are:

- the patient is not registered or enrolled at your practice,
- the patient is not listed as a Care Plus patient in MedTech,
- the patient has a current High User Health Card.

If you are re-registering the patient, you will get a warning if you have forgotten to update their **Date of Assessment** on the **Care Plus** tab of the **F3** screen.

4. Fill in all the details on the **Main** tab of the advanced Form and click **OK** to complete the form.

The form requires you to indicate who completed the review, and will not allow you to submit the form unless you indicate that a Care Plan was completed and that you have patient consent for them to be on Care Plus.



There is a **Previous Registrations** tab, which lists the dates of previous registrations for this patient, for your convenience.

On completion of the form, a \$90 invoice with the service type code **CP** is lodged against the account nominated for Care Plus, and a recall for a **NBPH Care Plus Review** in 3 months is loaded against this patient.

A record of the advanced form is listed in the patient's **Daily Record** and the details are noted in the patient's **Consultation Notes**.

Claims are processed on a monthly cycle, and payment will be made on the 20th of the month for all claims processed within the previous month.

If you have any questions, or require assistance using this advanced form, please phone **Nathan** at Nelson Bays Primary Health on **03 539 1659**.