

## CARE PLUS REVIEW 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 reviews, you will need to use the **NBPH Care Plus Review** advanced form to submit your claim to Nelson Bays Primary Health, who will then process it for payment.

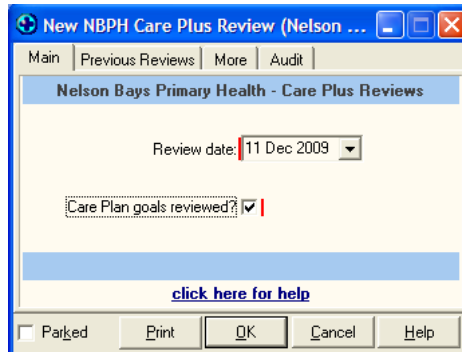
Although the **NBPH Care Plus Review** advanced form may look different to the old South Link Health form, you will use it in the same way.

1. The patient must have been registered previously on Care Plus, either via the old South Link Health form, or the new Nelson Bays Primary Health form.
2. Press **Shift-F3** to bring up the list of Advanced Forms, and select **NBPH Care Plus Review**.
3. A pop-up message will inform you if the patient is not eligible for a Care Plus review.

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

The review date defaults to today, and the form requires you to indicate that the patient's Care Plan goals were reviewed before you are able to submit it.



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

On completion of the form, a \$40 invoice with the service type code **CP** is lodged against the account nominated for Care Plus, and 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 20<sup>th</sup> 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**.