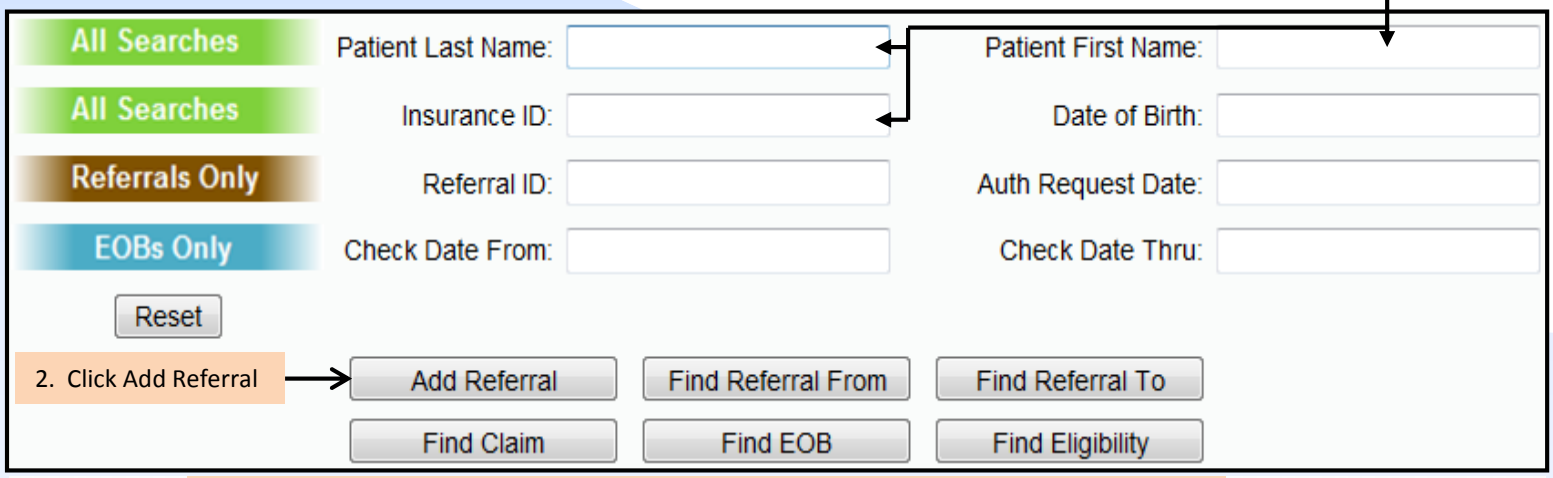
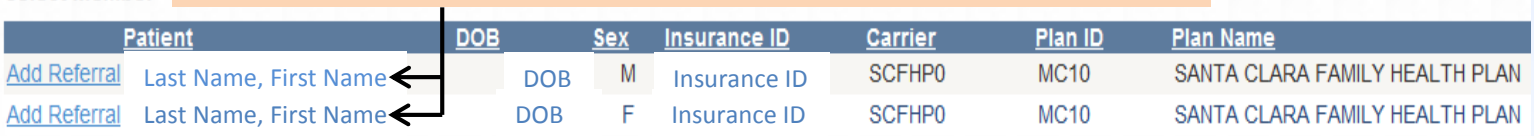
ADDING A REFERRAL REQUEST

1. Enter Patient's Name or Insurance ID

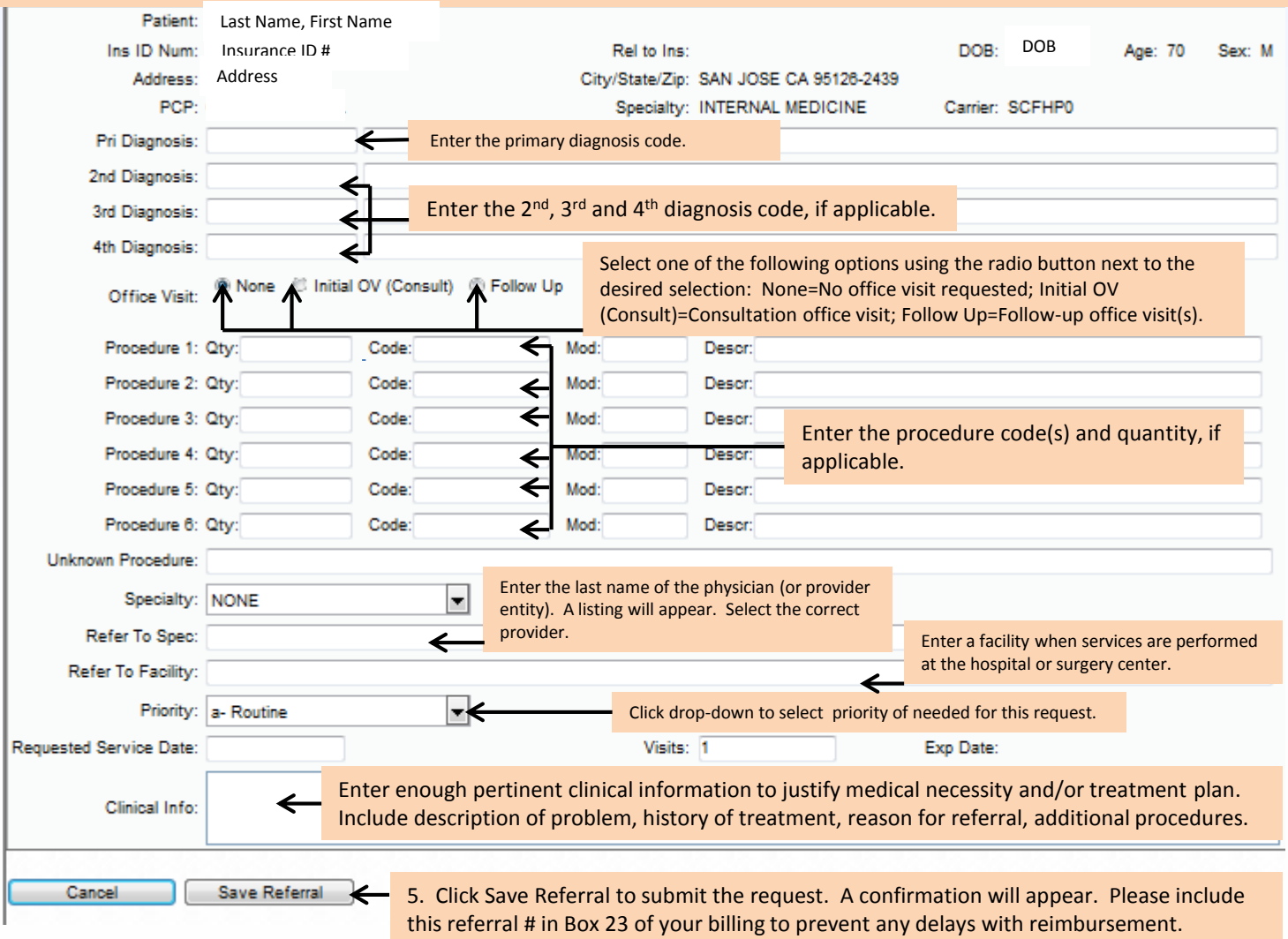


2. Click Add Referral

3. A patient listing will appear. Be sure to select the correct patient and click Add Referral.



4. Complete the required fields for the referral request. Ensure accuracy of your data entry before submitting your request.



Enter the primary diagnosis code.

Enter the 2nd, 3rd and 4th diagnosis code, if applicable.

Select one of the following options using the radio button next to the desired selection: None=No office visit requested; Initial OV (Consult)=Consultation office visit; Follow Up=Follow-up office visit(s).

Enter the procedure code(s) and quantity, if applicable.

Enter the last name of the physician (or provider entity). A listing will appear. Select the correct provider.

Enter a facility when services are performed at the hospital or surgery center.

Click drop-down to select priority of needed for this request.

Enter enough pertinent clinical information to justify medical necessity and/or treatment plan. Include description of problem, history of treatment, reason for referral, additional procedures.

5. Click Save Referral to submit the request. A confirmation will appear. Please include this referral # in Box 23 of your billing to prevent any delays with reimbursement.