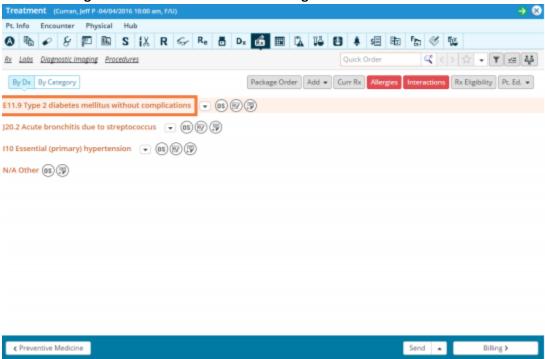
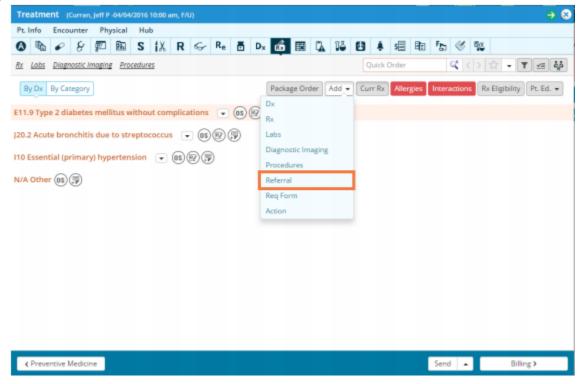
## **Behavioral Health "Outgoing" Referral**

## **From the treatment window:**

1.) Select the diagnosis for which the Referral is being created for

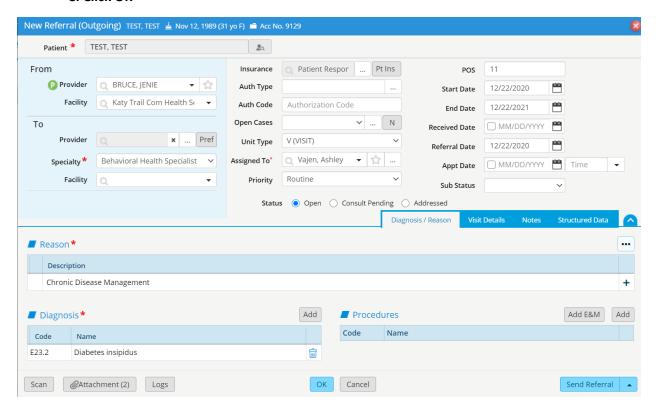


2.) Select "Add" and scroll down to select "Referral"



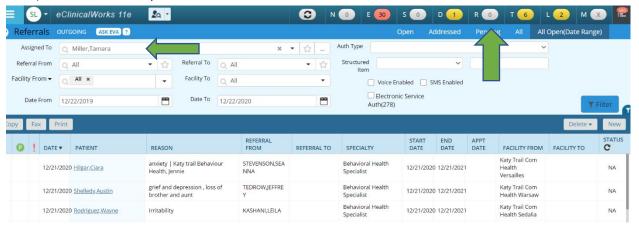
KTCH Created: 12/22/2020 8:19 AM

- 3.) On the New Referral (Outgoing) window document:
  - a. The "Provider To" Name and/or the Specialty.
  - b. The "Reason" for the Referral.
  - c. The "Diagnosis" for the Referral.
- d. The "Assigned To" field to assign the Referral to the staff member responsible for completing the referral.
  - e. Click OK



## **Processing BHC Referral Workflow**

1.) From the "R" Jellybean, BHC PSR will access all Behavioral Health Referrals:

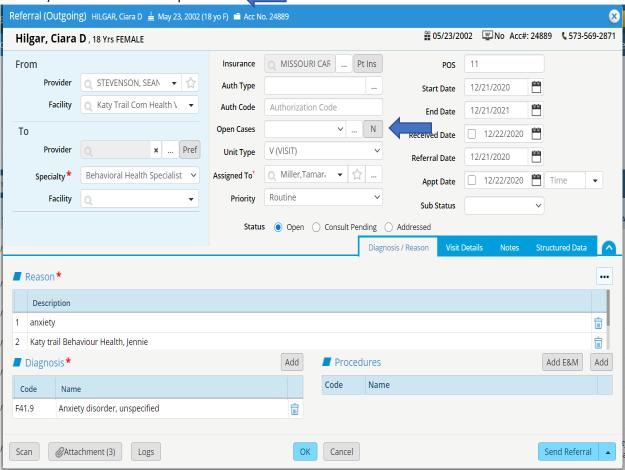


- 2.) Click on patient name to open referral window: BHC PSR will notate the following items
  - a.) Location of patient and reason for referral

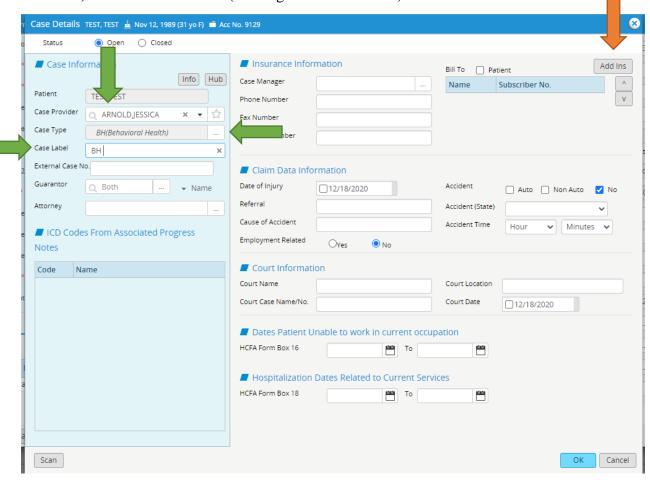
- b.) BHC PSR will notate the insurance and whether authorization will need to be obtained
- c.) Next BHC PSR will click patient's name to open patient HUB for create a case Referral (Outgoing) HILGAR, Ciara D 🛓 May 23, 2002 (18 yo F) 🗖 Acc No. 24889 Hilgar, Ciara D , 18 Yrs FEMALE From Insurance MISSOURI CAR 11 POS Provider STEVENSON, SEAN ▼ ☆ 12/21/2020 Facility Katy Trail Com Health \ Auth Code Authorization Code 12/21/2021 End Date **Open Cases** Received Date 12/22/2020 × ... Pref Provider Unit Type V (VISIT) ÜÜ Referral Date Behavioral Health Specialist 🗸 Assigned To\* Specialty \* 12/22/2020 Appt Date • Facility Priority Routine Sub Status Status Open Consult Pending Addressed Diagnosis / Reason Reason \* Description â 2 Katy trail Behaviour Health, Jennie ŵ Diagnosis \* Add Procedures Add E&M Add Code Name Code F41.9 Anxiety disorder, unspecified ŵ @Attachment (3) Scan Logs Cancel Send Referral

# 3.) BHC Case Creation

a.) Select "N" next to open cases

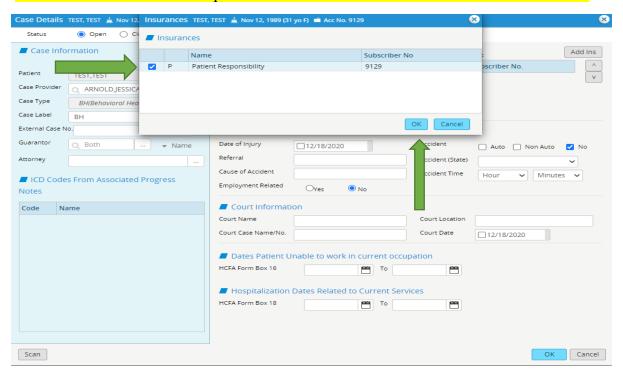


- 4.) From the case details window complete the following information:
  - a.) Select Case Provider (Behavioral Health Provider)
  - b.) Select Case Type
  - c.) Enter case label (BH)
  - d.) Select add insurance (Linking insurance to case)

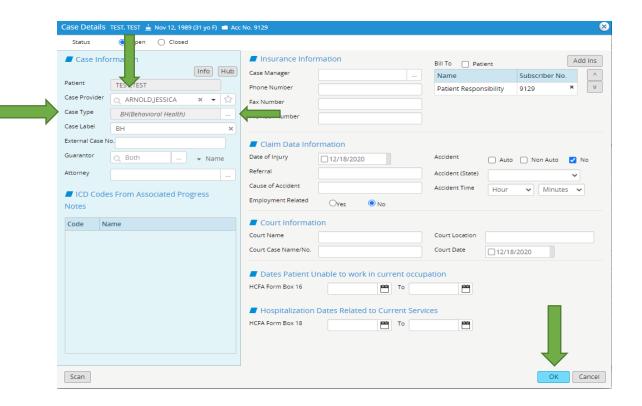


e.) Add appropriate insurance to case and click "OK"

\*Note if home state health Cenpatico must be added and linked to Behavioral Health case

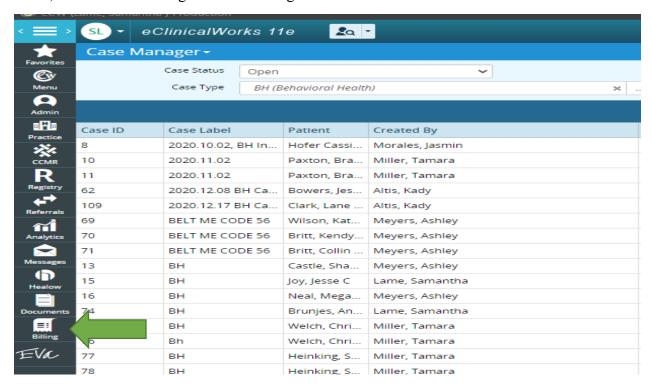


f.) Verify all details of case have been entered and select "OK"

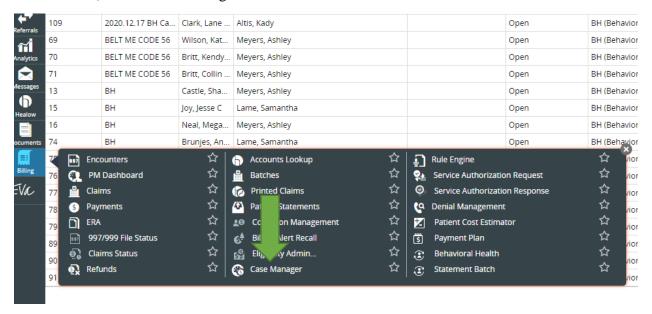


# Verify your case was created:

5.) Under the hamburger select "Billing"



a.) Select case manager



b. )Filter the case type as BH and select "OK", there you can see all cases created.

