

# TANF Contracted Physician Referral Desk Aid

NOTE: This desk aid uses a fictitious name (Zaphod Beeblebrox) and identifiers.

## Assigning Users

The barcode administrator for your CSO must assign access rights to everyone who will be making TANF contracted physician referrals. From the menu bar select [Maintenance] -> [Users] -> [J TANF Disability Assessment]

## Making Referrals

1. Sign in to Barcode and select the [TANF Disability Assessment] subsystem.
2. The *TANF Disability Assessment Search Screen* is the first screen you will come to.
  - a. You can search by various parameters. Once a client has been found, the [TANF Referral] button will be available.
  - b. Click [TANF Referral].

The screenshot shows the 'TANF Disability Assessment Search Screen' window. At the top, there are 'Clear' and 'Search' buttons, and a 'Shortcut to client:' field with the value '2324335'. Below this are input fields for 'Case#' (37), 'Client#' (2324335), 'AU#' (empty), and 'SU#' (empty). There are also fields for 'Last', 'First', 'MI', and 'Sex'. The 'DOB' field is empty, and the 'Age' field is set to '10' years. The 'SSN' field is empty. A 'Case Detail:' dropdown menu is set to 'SHOW ALL'. At the bottom left, there is a 'TANF Referral' button, and at the bottom right, there is a 'Done' button. Below the search fields, it says 'AU:CI' and '6 matches.' Below this is a table with 6 rows of search results.

Case/AU	Pr	Ofc	Sts	Rel	Client#	Name	Birth	SSN
14608008	MA	76	C:C	SE	2324335	Beeblebrox, Zaphod R	07/08/85	524-45-3710
5195680	MA	37	C:C	OC	2324335	Beeblebrox, Zaphod R	07/08/85	524-45-3710
SU1927795		37	:	SE	2324335	Beeblebrox, Zaphod R	07/08/85	524-45-3710
733-157979		37	C:C	X	2324335	Beeblebrox, Zaphod R	07/08/85	524-45-3710
733-152230		37	C:C	E	2324335	Beeblebrox, Zaphod R	07/08/85	524-45-3710
37-520188		37	:	CH	2324335	Beeblebrox, Zaphod R	07/08/85	524-45-3710

3. You will be brought to the *TANF Disability Assessment Screen*. This is the main screen.
  - a. Select the [Referral Type] and enter the [Disability Onset Date].
  - b. Leave [Approve/Deny] blank.
  - c. Go to the [Letters/Forms] menu option and select [14-507]. This will save your work and take you to the *Print 14-507 Screen*.

4. The *Print 14-507 Screen* is where the user fills out the 14-507 to send to the doctor. It does not select the doctor until the [Send] or [Preview] button is pressed.
  - a. Fill out the all fields. Note: you can use canned text functionality.
  - b. Check off the forms and medical reports you will be sending.
  - c. Attach images from DMS by selecting the [Attach Image] button.
  - d. You can only send 50 pages total. If you have lengthy medical reports, right click the [Attach Image] button to access an option to select pages.
  - e. Click [Send] to complete the referral.

5. Users get to the *Select specific pages to print* screen when they right click the [Attach Image] button on the *Print 14-507 Screen*. This screen allows the users the ability to select only certain pages out of document to send to the doctor.
  - a. Click [View Image] to determine which pages you want to send.
  - b. Enter pages in the [Pages to Print] field.
  - c. Click [Done] to return to the *Print 14-507 Screen* then click {Send} to complete the referral.
  - d. See the Addendum to TANF Referral section below if you still exceed the 50-page limit.

**Select specific pages to print.**

You have selected these ECR documents to attach to this letter. Please select the pages of these documents you want to attach. (ex: 2-4, 6, 8, 13-15)

Document	Pgs	Pages to Print
Social Service Correspondance	14	1-14

Total number of pages selected to print: 14

## Addendum to TANF Referral

If the user selects to print the 14-507 from the [Letters/Form] menu and a request is already pending they will get the *Print 14-507a Screen* instead. This screen is to send more information to the doctor if the doctor requests more information or if the image you need to send is more than 50 pages long.

**Print 14-507a (Addendum to TANF Referral)**

Client Name: Beeblebrox, Zaphod R      Client Number: 2324335      Age: 24

Doctor's Name: Trula J. Thompson, MD

Addendum to the referral sent on: 10/17/2008

Comments: Clear Text

Enter the name of the person this form is from:

ACES ID:  George Jawalski

Worker's Phone Number

Attachments



# Processing Contracted Physician Decisions

Once the Contracted Physician makes a decision, you will be notified via a DMS assignment.

1. Use the *TANF Disability Search Screen* in barcode to access the *TANF Disability Assessment Screen*.
2. Enter either the approval or denial (which opens the rest of the screen) and select [Physical] or [Psychological].
3. Enter the [Approve/Deny Date] and if denied, select the reason for denial from the pull down menu.
4. Select [Save] to record the decision.
5. If you need to resubmit the case for any reason in the future, you can click on the [New] button to re-refer the case. For example, the case may be denied for insufficient medical evidence. If you obtain additional evidence, you can re-refer the case with additional evidence by clicking on the [New] button.

The screenshot shows a web-based form titled "TANF Disability Assessment". The form contains the following fields and controls:

- Client Name:** Beeblebrox, Zaphod R
- Client Number:** 2324335
- Worker's ACES ID:** JAWL George Jawalski
- Age:** 24
- Select referral type (check both when requesting both):**
  - Physical referral
  - Psychological referral
- Doctor:** Dr. Dana Harmon
- Date sent to doctor:** 07/22/2009
- Disability Onset Date:** 07/22/2009
- Approve/Deny:** A
- Approval/Denial Type:**
  - Physical
  - Psychological
- Approve/Deny Date:** / /
- Reason for Denial:** (dropdown menu)
- Close Date:** 07/22/2009

Navigation buttons: Save, Cancel, Prev, Next, New. Record 2 of 2.