

ACC MRI E-Referral User Guide

October 2018



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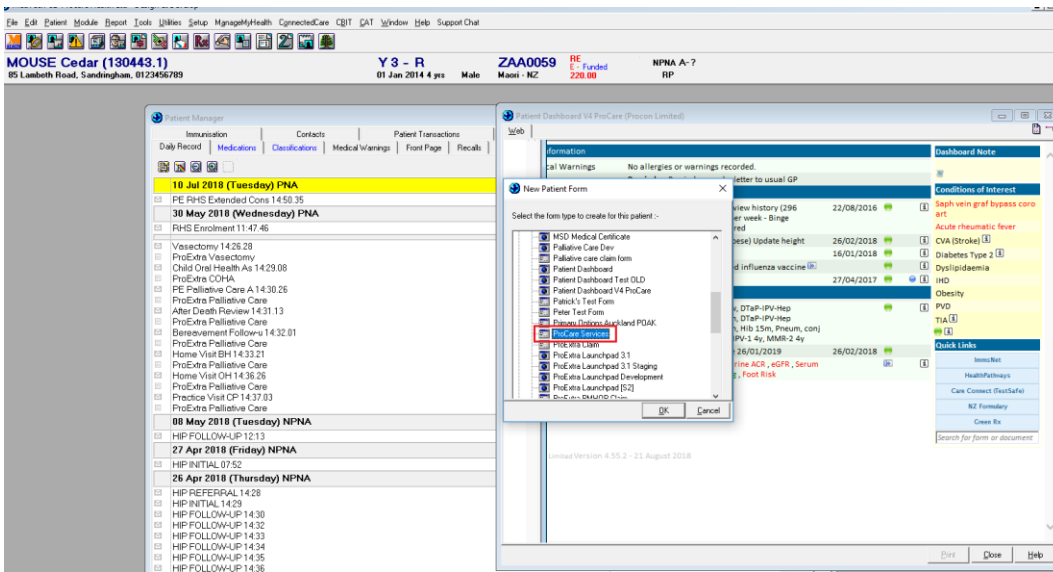
This MRI e-referral guide shows you how to order an MRI for an ACC injury. The use of this form requires you to be accredited through the ProCare MRI accreditation programme and to remain accredited by attending a yearly refresher course.

The contract to use this service with ACC requires the practice to maintain an above 70% compliance rate with the clinical pathway.

At the end of the guide there is a quick 'cheat sheet' to use as a reference.

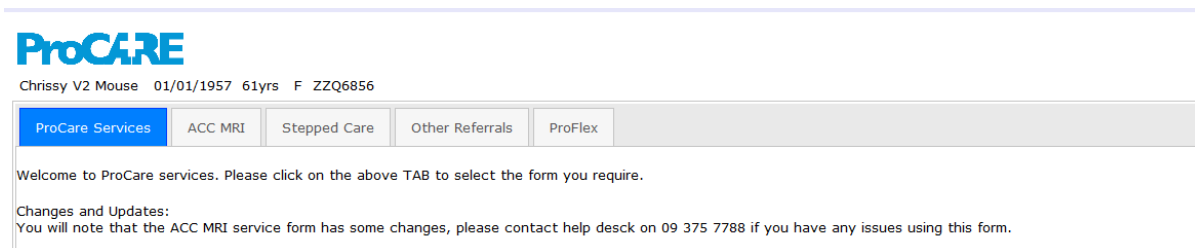
Step One

When in the PMS, open ACC MRI Consultation form within ProCare Services.



The screen is defaulted to ProCare Services. Click on "ACC MRI" tab and form will automatically appear.

ProCare Services checks for existing referral.



Step Two

Complete all mandatory fields in red, and select one body site.

Knee: a section of the form for the Knee opens when the user selects/ticks the knee body site.

Mouse 20/11/1985 32yrs M ZAA0032 Remaining: \$52,712.50 60.24%
All prices include GST.

ProCare Services **ACC MRI** Stepped Care Other Referrals ProFlex

1234

X-Ray / Ultrasound Completed

Mercy Radiology Group

Knee - Ottawa Rules not present [Post Traumatic Knee Pain](#)

Shoulder - Assessment shows no red flags [Shoulder Pain or Instability](#)

C-Spine - Assessment shows no red flags [Cervical Spine Injury](#)

L-Spine - Assessment shows no red flags [Lumbar Spine Injury](#)

Please state the mechanism of injury here

One or more of the below associated features must be present. Check all that apply:

Effusion present Mechanical symptoms present

At least one of the below must be selected as criteria for MRI, with the supporting description

Ligamentous Instability Meniscal Pathology Recommended by Specialist

ACL No OA

PCL OA with locking

MCL

Examination findings to be added in here

Click to Choose MRI Provider

Shoulder: section of the form for the Shoulder opens when the user selects/ticks the shoulder body site.

Mouse 20/11/1985 32yrs M ZAA0032 Remaining: \$52,712.50 60.24%
All prices include GST.

ProCare Services **ACC MRI** Stepped Care Other Referrals ProFlex

1234

X-Ray / Ultrasound Completed

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Knee - Ottawa Rules not present [Post Traumatic Knee Pain](#)

Shoulder - Assessment shows no red flags [Shoulder Pain or Instability](#)

C-Spine - Assessment shows no red flags [Cervical Spine Injury](#)

L-Spine - Assessment shows no red flags [Lumbar Spine Injury](#)

Please state the mechanism of injury here

One or more of the below associated features must be present. Check all that apply:

Instability Persistent pain after prolonged active rehabilitation

Recommended by Specialist

Examination findings to be added in here

Click to Choose MRI Provider

C-Spine: a section of the form for the C-Spine opens when the user selects/ticks the C-Spine body site.

Mouse 20/11/1985 32yrs M ZAA0032 Remaining: \$52,712.50 60.24%
All prices include GST.

ProCare Services ACC MRI Stepped Care Other Referrals ProFlex

1234

X-Ray / Ultrasound Completed

Mercy Radiology Group

Knee - Ottawa Rules not present [Post Traumatic Knee Pain](#)

Shoulder - Assessment shows no red flags [Shoulder Pain or Instability](#)

C-Spine - Assessment shows no red flags [Cervical Spine Injury](#)

L-Spine - Assessment shows no red flags [Lumbar Spine Injury](#)

Please state the mechanism of injury here

One or more of the below associated features must be present. Check all that apply:

Radicular pain > 6 weeks Radiculopathy > 6 weeks Recommended by Specialist
Name of specialist

At least one of the below must be selected as criteria for MRI, with the supporting description

Radicular arm pain with positive nerve root irritation signs (reproduces pain)

Altered sensation (hard signs not just light touch) +/- motor changes representing the same nerve root level

C3 C4 C5 C6 C7 C8 T1

Absent reflex (compare sides)

Examination findings to be added in here

Click to Choose MRI Provider

L-Spine: a section of the form for the L-Spine opens when the user selects/ticks the L-Spine body site.

Mouse 20/11/1985 32yrs M ZAA0032 Remaining: \$52,712.50 60.24%
All prices include GST.

ProCare Services ACC MRI Stepped Care Other Referrals ProFlex

1234

X-Ray / Ultrasound Completed

Mercy Radiology Group

Knee - Ottawa Rules not present [Post Traumatic Knee Pain](#)

Shoulder - Assessment shows no red flags [Shoulder Pain or Instability](#)

C-Spine - Assessment shows no red flags [Cervical Spine Injury](#)

L-Spine - Assessment shows no red flags [Lumbar Spine Injury](#)

Please state the mechanism of injury here

One or more of the below associated features must be present. Check all that apply:

Radicular pain > 6 weeks Radiculopathy > 6 weeks Recommended by Specialist
Name of specialist

At least one of the below must be selected as criteria for MRI, with the supporting description

Radicular leg pain with positive nerve root irritation signs (reproduces pain)

Altered sensation (hard signs not just light touch) +/- motor changes representing the same nerve root level

L2 L3 L4 L5 S1 S2

Absent reflex (compare sides)

Examination findings to be added in here

Click to Choose MRI Provider

When you enter the ACC 45 an automatic check is made to ACC and the form will let you know if there is a valid claim or not as shown below.

Valid Claim

The screenshot shows a web browser window with the URL <http://localhost:5030/Profusion/#/acc/mri>. The ProCARE logo is in the top left. A green banner at the top right says "ACC claim validated". Below the logo, patient information is displayed: "Undefined Undefined 01/01/1998 67yrs F ZAP0022". On the right, it says "Remaining: \$52,482.50 59.98% All prices include GST." There are five tabs: "ProCare Services", "ACC MRI" (selected), "Stepped Care", "Other Referrals", and "ProFlex". The main content area shows a patient ID "WY49401" in a green box. Below it, a checkbox "X-Ray / Ultrasound Completed" is checked. A dropdown menu says "Please select X-Ray/Ultrasound Provider". To the right, there are four radio button options: "Knee - Ottawa Rules not present" with link "Post Traumatic Knee Pain", "Shoulder - Assessment shows no red flags" with link "Shoulder Pain or Instability", "C-Spine - Assessment shows no red flags" with link "Cervical Spine Injury", and "L-Spine - Assessment shows no red flags" with link "Lumbar Spine Injury". At the bottom, there is an unchecked checkbox "Checking this box is acceptance of the terms and conditions found here" and a note: "Please note clinical notes and findings will be used as part of quality assurance for use of this service".

Invalid claim






The screenshot shows the same ProCARE web interface but with an invalid claim. The URL is the same. A red banner at the top right says "Incorrect ACC claim, please check and re-enter". The patient information is "Undefined Undefined 01/01/1998 67yrs F ZAP0022" and the remaining amount is "Remaining: \$52,482.50 59.98% All prices include GST.". The "ACC MRI" tab is selected. The patient ID "WY49502" is highlighted in a red box. The "X-Ray / Ultrasound Completed" checkbox is checked. The dropdown menu says "Please select X-Ray/Ultrasound Provider". The radio button options and links are the same as in the valid claim screenshot. At the bottom, there is an unchecked checkbox "Checking this box is acceptance of the terms and conditions found here" and the same note: "Please note clinical notes and findings will be used as part of quality assurance for use of this service".

This ensures the radiology providers know when they receive a referral its valid and they don't have to recheck.

Step Three

When user has completed the required information. User clicks 'choose MRI provider' and then chooses a provider and clicks submit referral. Note: Providers are in alphabetical order and user would also need to enlarge the screen window for Mercy Radiology provider for the text to align with the others.

Please select provider below - note Trinity Radiology provide spine MRI only

	Auckland Radiology Group MRI offered at Remuera and Glenfield, 6 days a week. For more information go to www.arg.co.nz (09) 529 4850 bookings@akradiology.co.nz	<input type="button" value="Refer to this provider"/>
	Mercy Radiology MRI offered at Epsom and Silverdale, 5 days a week. For more information go to www.radiology.co.nz (09) 630 3324 customercare@radiology.co.nz	<input type="button" value="Refer to this provider"/>
	Specialist Radiology Group MRI offered at Manukau and Greenlane, 7 days a week. For more information go to www.srgmri.co.nz (09) 524 7529 mri@srgmri.co.nz	<input type="button" value="Refer to this provider"/>
	The Radiology Group MRI offered at three separate sites - Milford, Botany and Henderson. For more information go to www.trgimaging.co.nz (09) 487 2555 mri@trgimaging.co.nz	<input type="button" value="Refer to this provider"/>
	Trinity MRI - Spinal Only Spinal MRI only - MRI offered at Newmarket, 7 days a week For more information go to www.trinitymri.co.nz (09) 522 0848 info@trinitymri.co.nz	<input type="button" value="Refer to this provider"/>

Step Four

ProCare Services generates the Referral and sends an electronic copy to the selected Radiology provider.

ProCare Services creates PoC and referral is sent.







User can "Print" referral for patient if required.

ACC MRI Referral Record

An electronic copy of this referral has been sent automatically to Mercy Radiology
 Mercy Radiology will contact you within 5 days for an appointment.
 If you have not been contacted after this time please contact the radiology provider above.

ProCARE

Please

	NHI: JGM7650 Name: Fve Mouse DOB: 1944-09-04	<input type="button" value="Print"/>
	Gender: F Ethnicity: Cook Island Maori Address: 148 Arthur Street, Onehunga, Auckland, 1061 Phone: (w) (h) (m)0213603605	<input type="button" value="Print"/>
	Email: not yet available ACC No: not yet available X-ray/Ultrasound Provider: Mercy Radiology Group Body Site: Knee Associated features: Effusion present MRI criteria: Ligamentous Instability Location ACL	<input type="button" value="Print"/>
	Request Date: 2018-10-09 Referral ID: HTI1050	<input type="button" value="Print"/>
	(09) 487 2555 mri@trgimaging.co.nz	<input type="button" value="Print"/>
	Trinity MRI - Spinal Only 96C Carlton Gore Rd, Newmarket, Auckland 1023 (09) 522 0848 info@trinitymri.co.nz	<input type="button" value="Refer to this provider"/>

A copy of the referral is saved in the "Patient Inbox" for MedTech users and in "Notes and Results" tab for My Practice users.

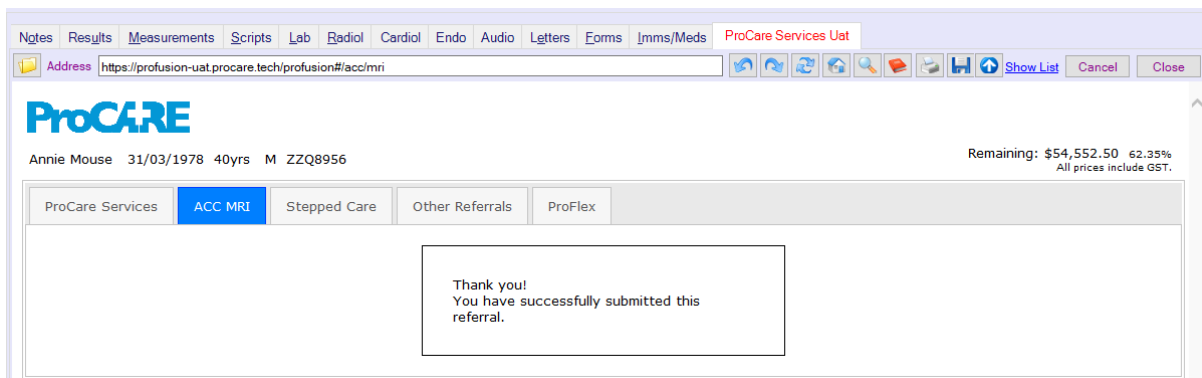
Date/Time	Action	Referral Type	Referral Status
17/09/2018 09:51 a	Action: ACC HTI REFERRAL	ACC HTI REFERRAL	PNA (PNA)
	Attachment	ACC HTI REFERRAL	
		ACC HTI FOLLOW UP	
03/09/2018 09:04 a	ProExtra: Beta-Blocker Initiation, ProExtra: Home Visit		Two (Two)
13/07/2018 02:22 p	Action: HIP REFERRAL		HC (One)
13/04/2018 08:12 a	Action: ACC HTI FOLLOW UP		PNA (PNA)
22/02/2018 11:23 a	PE Diagnostics US		PNA (PNA)
20/02/2018 12:00 a	RSD: General Referral		PNA (PNA) Corresponden
30/01/2018 12:09 p	ProExtra: Cervical Screening DHB, ProExtra: Cervical Screening DHB		PNA (PNA)
26/01/2018 12:23 p	ProExtra: Youth Health		PNA (PNA)
26/01/2018 12:19 p	ProExtra: Green Prescription		PNA (PNA)
26/01/2018 11:03 a	ProExtra: FCG		PNA (PNA)

Step Five

User clicks "Close" icon on the "ACC MRI Referral Record" window.

ProCare Services generates a message "Thank you! You have successfully submitted this referral"

User clicks "Close" button within the PMS.



Step six

Referral notification generated and sent to the selected "Provider"

There is a new Referral for you:

Referral Number: HTI1051

Notification: MrireferralCreated

Created: Tuesday, October 9, 2018 8:52 AM

Would be sent to: mike.zeff@procare.co.nz; shiva.makthal@procare.co.nz

`{"ReferralId": "37028e85-4fa6-44e2-b933-18dfd1347d54", "ProviderId": "G07756-G", "Event": "MrireferralCreated", "Created": "2018-10-08T19:52:18.1727081+00:00", "ReferralNo": "HTI1051", "Email": "mike.zeff@procare.co.nz;shiva.makthal@procare.co.nz"}`

Step seven

Follow up consultation.

ProCare Services opens ACC-MRI Follow-up Consultation form. *User clicks MRI-ACC tab if applicable.*

ProCare Services checks for existing referral.

ProCARE

Annie Mouse 31/03/1978 40yrs M ZZQ8956 Remaining: \$54,552.50 62.25%
All prices include GST.

ProCare Services	ACC MRI	Stepped Care	Other Referrals	ProFlex
ACC No:	not yet available			
X-ray / Ultrasound Provider:	Mercy Radiology Group			
Body Site:	Knee			
Associated features:	Efusion present			
MRI criteria:	Ligmentous Instability Location ACL			
MRI Provider:	Trinity MRI - Spinal Only			
MRI referral management outcome options, please check all that apply				
<input type="checkbox"/> Specialist referral for likely surgery.				
<input type="checkbox"/> Specialist referral for assessment.				
<input type="checkbox"/> Specialist referral on patient request.				
<input type="checkbox"/> Active Rehabilitation referral such as Physio, pain specialist and Chiropractor.				
<input type="checkbox"/> GP analgesic management.				
<input type="checkbox"/> No further management required.				
Follow up consult claim				
A \$100 (excl GST) consultation claim will be raised automatically on completion of this consult.				
Use of this service is as per the previously agreed terms and conditions on referral				
<input type="button" value="Record Consult"/>				

Step eight

User selects from the “MRI referral management outcome options”, and click “RECORD CONSULT”

ProCARE

Annie Mouse 31/03/1978 40yrs M ZZQ8956 Remaining: \$54,552.50 62.25%
All prices include GST.

ProCare Services	ACC MRI	Stepped Care	Other Referrals	ProFlex
ACC No:	not yet available			
X-ray / Ultrasound Provider:	Mercy Radiology Group			
Body Site:	Knee			
Associated features:	Efusion present			
MRI criteria:	Ligmentous Instability Location ACL			
MRI Provider:	Trinity MRI - Spinal Only			
MRI referral management outcome options, please check all that apply				
<input checked="" type="checkbox"/> Specialist referral for likely surgery.				
<input type="checkbox"/> Specialist referral for assessment.				
<input type="checkbox"/> Specialist referral on patient request.				
<input type="checkbox"/> Active Rehabilitation referral such as Physio, pain specialist and Chiropractor.				
<input type="checkbox"/> GP analgesic management.				
<input type="checkbox"/> No further management required.				
Follow up consult claim				
A \$100 (excl GST) consultation claim will be raised automatically on completion of this consult.				
Use of this service is as per the previously agreed terms and conditions on referral				
<input type="button" value="Record Consult"/>				

Step nine

ProCare Services saves outcome and generates the claim "Invoice 10625 created for \$100" user clicks "OK" and message appears "Outcome Created" "Consult and outcome completed" and sends the e-copy to ProCare via Healthlink.

The screenshot shows the ProCare Services software interface. At the top, the patient information is displayed: Five Mouse, 04/09/1944, 74yrs, F, JGM7650. The remaining balance is \$53,287.50 at 60.90% GST. The ACC MRI tab is selected, showing details for the MRI referral, including the provider (Mercy Radiology) and associated features. Below this, there are checkboxes for referral options, with the first one checked. A large "Saving outcome" banner is present, along with a "Record Consult" button. An information dialog box is overlaid on the screen, stating: "An invoice for \$115.00 has been lodged against 'PROCARE CLAIMS ACCHTI'". The dialog box has an "OK" button.

Step ten

ProCare Services processes the claim.

Message appears "The outcome has been sent. A claim has been automatically generated and added to your financials."

User clicks "Close" button within PMS.

The screenshot shows the ProCare Services software interface for Annie Mouse, 31/03/1978, 40yrs, M, ZZQ8956. The remaining balance is \$54,552.50 at 62.35% GST. The ACC MRI tab is selected. A message box is displayed in the center of the screen, stating: "The outcome has been sent. A claim has been automatically generated and added to your financials." The message box has a "Close" button.

MRI Ordering Cheat Sheet

MRI Ordering Cheat Sheet Your form for ordering has now been installed on your PMS. Please contact [Help Desk \(09\) 374 6759 option 1](#) for support if you need assistance with using the form.

MRI Referral Steps

	MedTech	MedTech 'Cloud'	MyPractice	MyPractice 'Cloud'
STEP 1	Shift F3	Shift F3	Shift F2	Shift F2
STEP 2	Click on 'ProCare Services'	Click on 'ProCare Services'	Click on 'Clinical Notes' Click 'Forms' Click on 'ProCare Services'	Click on 'Clinical Notes' Click 'Forms' Click on 'ProCare Services'
STEP 3	Fill in ACC Number and X-Ray details	Fill in ACC Number and X-Ray details	Fill in ACC Number and X-Ray details	Fill in ACC Number and X-Ray details
STEP 4	Then select body site and the relevant screen will show	Then select body site and the relevant screen will show	Then select body site and the relevant screen will show	Then select body site and the relevant screen will show
STEP 5	Fill in information and submit request (Note: The referral is automatically sent to the selected Radiology provider for MRI referral. This is saved to the Patient Inbox.	Fill in information and submit request (Note: The referral is automatically sent to the selected Radiology for MRI referral. This is saved to the Patient Inbox.	Fill in information and submit request (Note: The referral is automatically sent to the selected Radiology for MRI referral. This is saved to the 'Notes' and 'Results' tab	Fill in information and submit request (Note: The referral is automatically sent to the selected Radiology for MRI referral. This is saved to the 'Notes' and 'Results' tab
STEP 6	The voucher will appear. Click print on the voucher and give a copy to patient.	The voucher will appear. Click print on the voucher and give a copy to patient.	The voucher will appear. Click print on the voucher and give a copy to patient.	The voucher will appear. Click print on the voucher and give a copy to patient.

MRI Follow-up Consultation Steps

	MedTech	MedTech 'Cloud'	MyPractice	MyPractice 'Cloud'
STEP 1	Open Patient in PMS, reopen the advanced form and follow-up consult form automatically appears, you need to be a GP to complete	Open Patient in PMS, reopen the advanced form and follow-up consult form automatically appears, you need to be a GP to complete	Open Patient in PMS, reopen the advanced form and follow-up consult form automatically appears, you need to be a GP to complete	Open Patient in PMS, reopen the advanced form and follow-up consult form automatically appears, you need to be a GP to complete
STEP 2	Fill out information and record consult	Fill out information and record consult	Fill out information and record consult	Fill out information and record consult
STEP 3	The follow-up consult information claim is automatically sent to ProCare for processing. ProCare will raise a BCTI invoice automatically for the claim.	The follow-up consult information claim is automatically sent to ProCare for processing. ProCare will raise a BCTI invoice automatically for the claim.	The follow-up consult information claim is automatically sent to ProCare for processing. ProCare will raise a BCTI invoice automatically for the claim.	The follow-up consult information claim is automatically sent to ProCare for processing. ProCare will raise a BCTI invoice automatically for the claim.