TANF Contracted Physician Referral Desk Aid

For reference on the TANF Disability Process, see <u>WorkFirst Handbook Section 6.8 Exemptions</u> and 6.8.7 SSI Referrals.

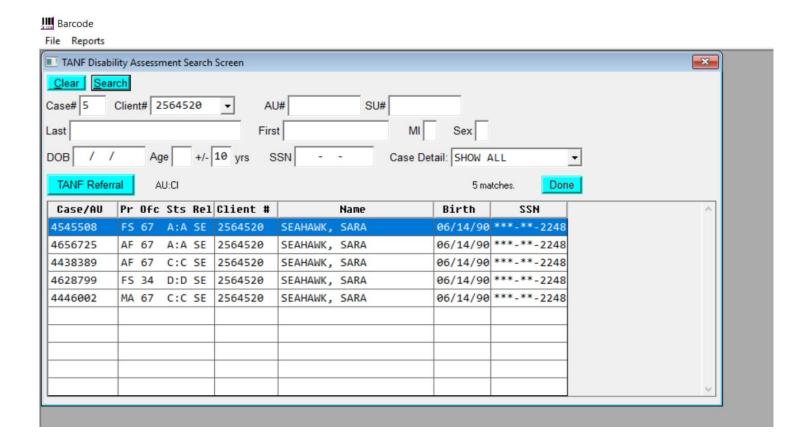
NOTE: This desk aid uses a fictitious name (Sara Seahawk) and identifiers.

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]

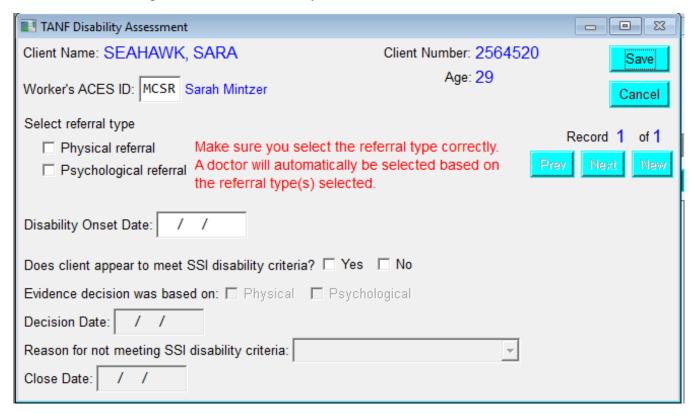
Making Referrals

- Sign in to Barcode and select the Subsystems tab in the pull-down menu select [TANF Disability Assessment].
- 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].
- 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 [Does the client appear to meet SSI disability criteria] 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.

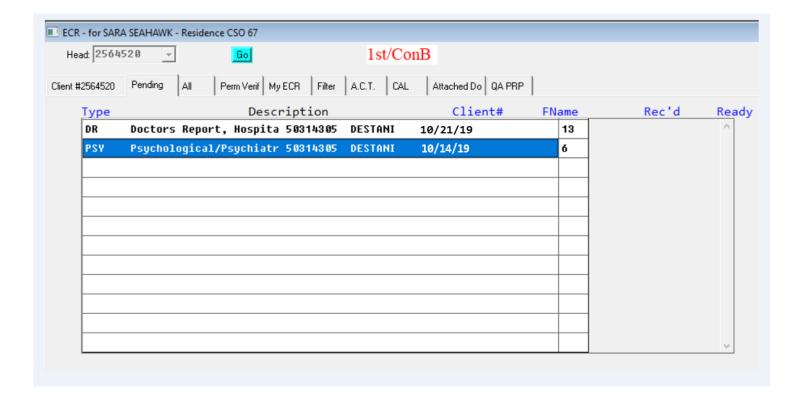




e. Click [Send] to complete the referral



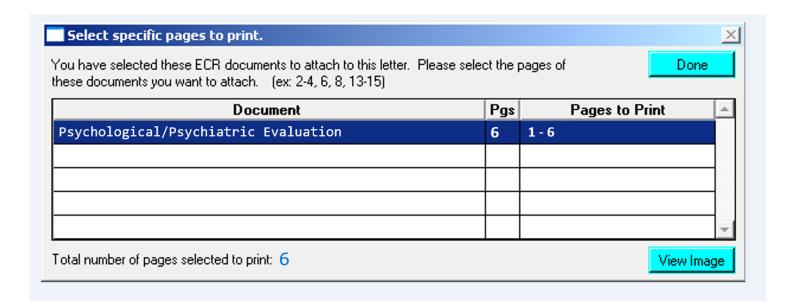
- 5. Users get to the Select specific pages to print screen when they right click the [Attach Image] button on the Print 14-507 Screen. This screen allows the users the ability to select only certain pages out of document to send to the doctor.
 - f. Click [View Image] to determine which pages you want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

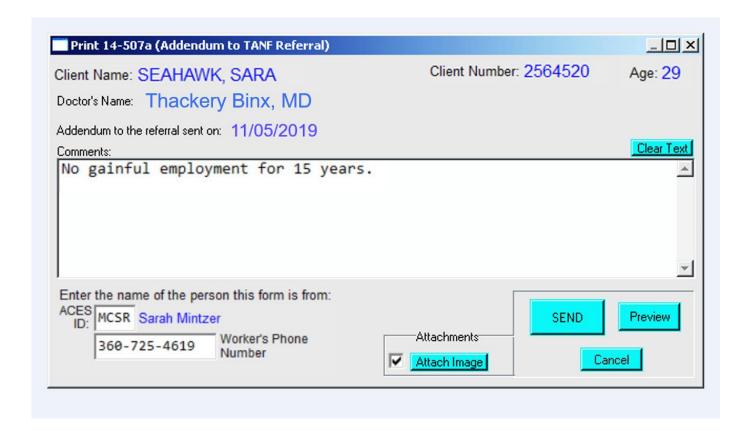


Addendum to TANF Referral

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.









Processing Contracted Physician Decisions

Once the Contracted Physician makes a decision, the case manager who submitted the TANF Disability Assessment (TDA) 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. The Contracted Physician and the date the referral was sent and approved will be date stamped on the screen below.
- 6. 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.

