

'How to refer' guide for General Practitioners

Making a referral to an Allied Health Clinician at headspace Sunshine:

- You **must** include a covering written referral letter addressed to 'Dear **headspace** Clinician', and the young person **must** have a GP Mental Health Treatment Plan in place (Medicare item 2715, 2717, 2700, or 2701).

Please ensure following information is provided on the referral letter:-

- * GP name, provider number and practice details
- * Date and GP signature
- * The number of session you are referring for (maximum of 6 per referral)
- * Reason for referral and a diagnosis
- * A statement to advise that a mental health treatment plan has been prepared (if the GP and young person consent, please include a copy of the plan)
- * Young person's address, DOB and phone numbers
- * Contact for carer or parent if appropriate

*Please note: If you'd like this young person to have psychological sessions under **ATAPS**, you must use the CareinMind referral form and fax the referral direct to Melbourne Primary Care Network on 03 9348 0750. Please call 03 9347 1188 or email mpcn@mpcn.org.au for more information).*

If you are referring to a Psychiatrist, we require:

- * A referral letter addressed to "Psychiatrist", stating whether the young person requires an "assessment and treatment plan for GP (MBS Item for psychiatrist - 291)" or "ongoing treatment".
- * This needs to be a separate referral letter if you are referring for both psychological support and psychiatry.

- **GP's** are encouraged to continue to be involved in supporting the young person whilst they are engaged with **headspace**.
- Allied Health Clinicians offer their services at no or very little cost.
- Allied health Clinicians will provide regular updates as required and in accordance with MBS requirements for care provided under MHTP.
- We endeavour to allocate to an Allied Health Clinician as soon as possible. In times of high demand there may be a wait period for allocation. **headspace** will make contact with the young person on receipt of referral.
- **headspace** Sunshine is **not** a crisis service.
- If a young person requires assertive follow up or CRISIS support please refer to the following link to identify CRISIS Mental Health Services - <http://www.health.vic.gov.au/mentalhealth/services/>

To discuss a potential referral please contact us on 03 9927 6222 to speak with an Access Team Clinician