

INFORMATION FOR COMPLETING A REFERRAL FORM

- All sections of the referral form must be completed, incomplete referrals will be returned to the referrer.
- Fax the completed referral form to the Metropolitan Access Team (MAT) on 8193 1201
- HACC functional profile: You can either complete page 3 or attach a copy of this information in a form already collected by your agency.

Eligibility

- The eligibility checklist on page 2 will confirm the clients eligibility for the program
- If you are referring for a basic item eg. shower chair you must completed the MES basic checklist
- If you are referring for a complex item eg. electric bed you must complete the MES Specialised checklist
- The equipment list identifies what items are basic and which are complex, if you are unsure, please contact the MES coordinator on 81931232.
- For MES Specialised, being a client of an EACH or CACP precludes the client from accessing some but not all items of specialised equipment. Specific item eligibility will be determined by the MES Coordinator but is based on the following:
 - CACP service provider is to provide equipment for the purpose of the delivery of services to the client. MES may supply customised equipment or powered mobility aids
 - EACH service provider is to provide daily living and mobility aids as well as continence aids, emergency call systems and minor home mods. MES may supply Powered Wheelchair and customised aids.
- Most items of specialised equipment have additional eligibility criteria which will be determined by a clinician.

ADDITIONAL INFORMATION

- MAT will confirm eligibility once the completed referral form has been received
- If the client is not eligible, they will inform the HACC service provider and request that they advise the client unless requested by the HACC service provider to notify the client directly
- If accepted, and funding is available, MES will send an acceptance letter and information package to the client and CC the letter to the HACC service provider
- If accepted, and no funding is available, MES will send a waiting list letter and information package to the client and CC the letter to the HACC service provider
- MES will contact the HACC service provider and request that they send through the prescription form (if completed) or arrange for the clinical assessment (if available), if not available they will be informed that a clinician will be arranged
- MES will encourage clients to maintain communication with the HACC service provider and only contact MES for equipment specific issues such as maintenance
- MES will notify the HACC service provider when the equipment has been supplied
- MES will request in writing on an annual basis for the HACC service provider to carry out a general review of the equipment
- Any repairs and maintenance will be the responsibility of MES and will be managed by the Domiciliary Equipment Service