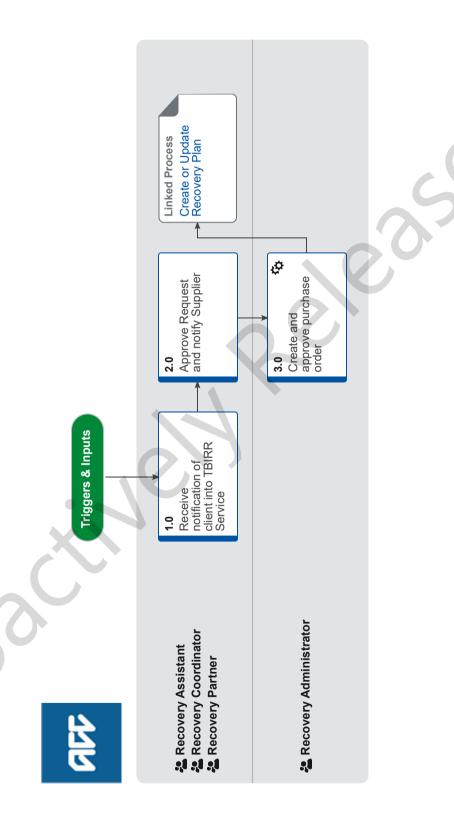
## Assess Request for Traumatic Brain Injury Residential Rehabilitation **9.0**





## Assess Request for Traumatic Brain Injury Residential Rehabilitation



Verial Marian Verial Ve	
Summary	NOTE What if you need to request a purchase order?  Create a NGCM Admin Request task to request a purchase order. Add the Service Codes: Residential Rehabilitation - Extension Time (beyond 180 days) use code TRR06 and Day Rehabilitation Extension (if more than 14 days) use code TRD01.
<b>Objective</b> To receive notification of a client being referred to the Traumatic Brain Injury Residential Rehabilitation (TBIRR) Service and approve any services.	
Background	<b>b</b> Document your decision to approve.
Prior to the client being referred to the TBIRR Service, eligibility	NG Principles Decision Making
is determined by the referring supplier.	<b>c</b> Add the TBIRR supplier as a participant on the claim.
When the client is referred they must: - have an accepted claim for a moderate to severe traumatic brain injury	Contracted Suppliers by Geographic Area of Coverage
- have been assessed as needing high intensity residential rehabilitation by an acute services specialist and the rehabil-	<b>d</b> Email the Supplier advising them of the approval for the requested service.
itation supplier - be at least 16 years old (or of a suitable maturity)	
- be medically stable and safe to transfer to the service.	3.0 Create and approve purchase order Recovery Administrator
Owner Name Withheld  Expert Name Withheld	a In Eos, generate a Purchase Order for the Residential Rehabilitation - Extension of Time or Extension for Day Rehabilitation.
Procedure	Purchase Order - Handy Hints on how to create and edit POs
1.0 Receive notification of client into TBIRR Service	Creating purchase orders using general + QE
Recovery Assistant, Recovery Coordinator, Recovery Partner  a Review the notification (ACC1151) Referral to TBIRR Service form and TBIRR Service Pages to determine the	NOTE What service codes do you apply?  For Residential Rehabilitation - Extension Time use code TRR06 and Extension for Day Rehabil itation (if more than 14 days) use code TRD01.
action you need to take.	<b>b</b> Locate contracted vendors via the Geographic Location
TBIRR Referrals Service Page	search.
Traumatic Brain Injury Residential Rehabilitation (TBIRR) Service Overview Service Page	Service Contracts and Contracted Providers - MFP spreadsheet
NOTE What do you need to consider when the entitlement request is received and deemed	Search for a Party
cover exists?	<b>c</b> Approve the Purchase Order.
Refer to the Deemed Cover and Entitlements Policy for considerations to determine client entitlement eligibility while in deemed cover period.	NOTE What if you do not have the delegation to approve the Purchase Order?  Save the Purchase Order. Refer to the system steps below.
Deemed Cover and Entitlements Policy	Request Authorisation for a Purchase Order - System Steps
2.0 Approve Request and notify Supplier Recovery Assistant, Recovery Coordinator, Recovery	<b>d</b> Email the supplier using the Purchase Order Approval/ Extension Email template advising them of the approval to the extension and the Purchase Order number.
<ul><li>Approve the service request based on the following rules:</li></ul>	<ul><li>NGCM - FINAL Emailing from Eos using a Template</li><li>System Steps</li></ul>
Approval Only • Emerging Consciousness • Community Referral	PROCESS Create or Update Recovery Plan Recovery Assistant, Recovery Coor-
Approval and Purchase Order • Residential Rehabilitation - Extension of Time (beyond initial 180 days) • Day Rehabilitation - Extension (beyond initial 14 days)	dinator, Recovery Partner
NOTE What if you're unsure whether to approve the request?	

Go to Seek Internal Guidance.

PROCESS Seek Internal Guidance