

## '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 TPS or ISS, 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](mailto: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 management". Please keep in mind that ongoing management at headspace Sunshine will be short term to enable completion of assessment and/or stabilisation of medication commenced then young person will be directed back to referring GP with the GP being provided with letter of outcome of referral and recommendations for ongoing management.
- We do attempt to triage out psychiatry referrals where possible, so the more information provided and supporting documentation from previous assessments will enable us to perform this task more effectively.
- This needs to be a separate referral letter if you are referring for both psychological support and psychiatry.

**Other important information:**

- 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 between hours 9am-5pm Monday to Friday.