

# ‘How to Refer’ guide for General Practitioners

*The GP Mental Health Treatment Plan (MHTP) is part of the Better Access to Mental Health Care scheme. The MHTP provides Medicare rebates for up to 10 sessions per calendar year (January – December) with a range of Allied Health Providers.*

When making a referral to an Allied Health Clinician at headspace Melton, a young person must have a current MHTP in place (Medicare item 2715, 2717, 2700, or 2701). Additionally, we require:

1. A copy of the young person’s GP Mental Health Treatment Plan.
2. A covering referral letter addressed to ‘headspace Clinician’ The referral letter should include:
  - Doctor’s name, provider number, and practice details
  - Young person’s address and phone numbers
  - Contact for carer or parent if appropriate
  - Reason for referral and a diagnosis
  - The number of sessions you are referring for (up to a maximum of 6)
  - Date and signature

*“There’s no standard form for referrals. Eligible medical practitioners can refer patients for allied mental health services with a signed and dated letter.”*

*“Medical practitioners can refer up to 6 services for a course of treatment. The number of services stated in the patient’s referral is a course of treatment. A patient can have 2 or more courses of treatment within their calendar year limit of 10 services.”*

(Source: Education guide - Better Access to mental health care for eligible practitioners and allied health professionals via <https://www.humanservices.gov.au/>)

- Headspace Melton will make contact with the young person on receipt of referral to begin the intake process.
- We endeavour to allocate to an Allied Health Clinician as soon as possible however in times of high demand there may be a wait period for allocation. GP’s are encouraged to continue to be involved in supporting the young person whilst they are engaged with headspace Melton.
- Allied Health Clinicians will provide regular updates as required and in accordance with MBS requirements.
- If you are wanting to discuss a potential referral, please contact us on 8065 5600 to speak with an Access Team Clinician between hours 9am-5pm Monday to Friday.

**Please note, headspace Melton is NOT a crisis service and does NOT have capacity to act in emergency situations. 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/>**