

## MANAGED CARE ORGANIZATION (MCO) INITIAL REFERRAL FORM (IRF) TIP SHEET

- The Initial Referral Form (IRF) is be used for handwritten collection of information to initiate Community Based Services (CBS) referral (see CBS Tip Sheet) for MCO members.

### **To access CBS Tip Sheet:**

Visit [www.praspect.org](http://www.praspect.org) > Click Documents > Click Managed Care Organizations > CBS Tip Sheet

### **To print a blank IRF:**

Visit [www.praspect.org](http://www.praspect.org) > Click Documents > Click Managed Care Organizations > Click Initial Referral Form

- Collect as much information as possible from the member for most appropriate linkage to a needs based CBS agency. Required (\*) fields must be completed.
- Children in need of CBS referral are entered with their primary guardian/caretaker listed as the participant. Child details are logged in the Household Information section.
- Participant Consent must be fully read out loud exactly as written. Member can provide written or oral consent. Consent is the choice of the member only.
- Always verify primary and alternate (if applicable) phone numbers with member. Also confirm preferred contact method, as well as desire to communicate via text message.
- Fax completed handwritten IRFs to 856-662-4321 for data entry by Family Health Initiatives (FHI). IRFs cannot be processed without required (\*) fields. Forms submitted without all required (\*) fields will be returned to MCO via IRF Fax Alert.
- The PRA|SPECT web portal can be accessed from any device with a secure and reliable internet connection. Save [www.praspect.org](http://www.praspect.org) to your browser favorites for quick access.