

# DuPage County Health Department Referral Form

Call 1-630-682-7400 for information or to schedule an appointment  
Referral MUST be presented at time of service

(Lost or replacement forms may be faxed to: Fax: 630-260-9130)

**Bill to:**

<b>Organization Name:</b>	<b>Organization Account #:</b>	
<b>Address:</b> 414 N. County Farm Rd.	<b>City:</b> Wheaton	<b>Zip:</b> 60187
<b>Business Phone #:</b> 630-407-	<b>Approval/Contact Person:</b>	

**Approval/Contact Person Signature:**

Check all that apply	Program/RU	Appointment Date	Interdepartmental Referral <u>ONLY</u> Bill RU#
<input type="checkbox"/>	<b>TB/RU: 321</b>	/ /	
<input type="checkbox"/>	<b>Dental/RU: 263</b>	/ /	
<input type="checkbox"/>	<b>Immunization/RU: 204</b>	/ /	
<input type="checkbox"/>	<b>STD/HIV/RU: 320</b>	/ /	
<input type="checkbox"/>	<b>Other/RU:</b>	/ /	

**Client Demographics:**

<b>Client Name:</b>	<b>D.O.B.</b> /     /	
<b>Address:</b>	<b>City:</b>	<b>Zip:</b>
<b>Home Phone #:</b>	<b><u>Interdepartmental Use Only</u></b> CMHC/Avatar # if applicable:	

**Client Signature:**

Print Client Name	*Client Signature	Date

\*Client must sign at Front Desk for referral approval

## DuPage County Health Department Referral Form Instructions

1. Complete name of organization/internal program paying for services for example: PADS, or Mental Health.
2. Fill in account number: Given to organization by DCHD Accounts Payable. Internal referrals N/A.
3. Fill in organizations billing address/internal program type in site address.
4. Fill in organization telephone number/internal site telephone number.
5. Fill in Approval/Contact Person for example: Organization H.R. Department, Clinician/Nurse/Case Manager making the referral.
6. Signature of approved supervisor/management needed to process.
7. Check applicable services(s) needed and type appointment date.
8. For DCHD Interdepartmental Referral ONLY type in your program RU that will be paying for the services.
9. Client Demographics: type in name, date of birth, address and telephone number.
10. Client MUST sign referral at Front Desk for approval and understand that without the referral they will be responsible for all fees.

## **DuPage County Health Department Group Billing Process**

### **1. For External Organizations:**

- a. Organization must contact the Billing Department to set up an account for billed services. Contact Billing Department at 630-682-7400.**
- b. Referral form will be printed and completed off the internet.**
- c. Client/Organization will make appointment for services.**
- d. Client will bring referral form to appointment and sign at Front Desk.**
  - i. If client does NOT bring referral form, they will pay for services and submit their receipt to organization for reimbursement.**
  - ii. Front Desk will verify organization has an account (approved by billing department manager.)**
- e. Client will continue check-in process and be sent to clinic area.**
- f. Client will return from clinic to Front Desk.**
- g. Client will be given a receipt and return appointment if necessary.**
- h. Accounts Receivable will be given referral for billing.**
- i. Accounts Receivable will send referral form to Accounts Payable and bill organization.**

### **2. For Internal Department:**

- a. Authorized personnel will print and complete referral form off the internet.**
- b. Authorized personnel or client will make appointment for services and notify DCHD (Call Center) of referral.**
- c. Client will bring referral form to appointment and sign at Front Desk.**
  - i. If client does NOT bring referral form, Case Manager/Clinician/Manager will be notified and asked to present at Front Desk with referral.**
  - ii. If Case Manager/Clinician/Manager is NOT available, client will be expected to pay for services and continue Front Desk check-in procedure.**
- d. Client will be sent to clinic area for services with superbill and referral form.**
- e. Client will return from clinic to Front Desk with superbill and referral.**
- f. Client will be given copy of superbill and return appointment if necessary.**
- g. Front Desk will staple copy of superbill to referral for end of day reconciliation.**
- h. Accounts Receivable will be given superbill and referral for billing.**
- i. Accounts Receivable will send referral form to Accounts Payable and bill Internal Department.**