

GP ADHD Shared Care Program:

A Child & Adolescent Mental Health Services (CAMHS) initiative in partnership with GP Partners Australia (GPPA)

MEDICAL DOCUMENTATION CHECKLIST: Psychiatrist

The CAMHS Psychiatrist:

- Provides patient Transition Psychiatry appointment within 6 months on receipt of:
 - Paediatrician referral letter
 - Patient Consent Form & letter from ADHD Shared Care Manager, with details of ADHD Shared Care GP
 - ADHD Shared Care GP letter of referral (optional to wait until received to offer appointment).
- Seeks assistance of GP ADHD Shared Care manager if there are any challenges or issues obtaining the above.

First Transition Psychiatrist Visit:

- Provides assessment & recommendations for ongoing care
- Provide recommended specialist reviews included as a condition of the DDU GP Authority
- Advise of next review interval
- Provide letter to ADHD Shared Care GP per DDU requirements (cc. Paediatrician)
- This letter finalises handover of care.***

Appendix:

Referral Information per [Note GN.6.16 | Medicare Benefits Schedule \(health.gov.au\)](#)

1. Referral letters expire as follows:
 - a. Paediatrician to psychiatrist: **3 months from date of first appointment with Psychiatrist**, NOT 3 months from date written.
 - b. GP to psychiatrist: For all referrals, unless stated indefinite, **12 months from date of first appointment with Psychiatrist**, NOT 12 months from date written.
2. The named referral can be used for another psychiatrist of a different name e.g. a psychiatrist colleague acting as locum for the treating psychiatrist or a psychiatrist at the same or different address (see attached MBS referrals fact sheet)
3. The Shared Care GP will remain flexible and can re-refer closer to the date of the first appointment with the Psychiatrist.
4. The Psychiatrists routine administration practices for repeat referral requests will apply
5. The Psychiatrists administration staff **will notify the patient** to book an appointment with the Shared care GP to do a new referral letter if this is required.

