



HOW TO:

Make Referrals for Sexually Transmitted Infection (STI) and Hepatitis C (HCV) Testing/Screening

INTRODUCTION:

Contracts funded to provide HIV/STI/Hepatitis Testing/Screening and/or Treatment (either directly or through referrals) are *required* to document the services and enter them into AIRS using the **STI Screening/Testing & Treatment** Referral Category (980).

Based on Prevention contracts, client Referrals may occur in the following scenarios.

1. Agency provides *STI Referral for Screening* after the client has participated in a client level service: CTR, IDI, IDG, etc (**use this set of instructions**).
2. Agency provides a *Referral for Treatment* after the client has received an STI screening service under Primary Care and instructions may be found [here](#).

A) MAKING A REFERRAL FOR STI or HCV SCREENING

- Client receives service (CTR, IDI, IDG, etc.) and the encounter is entered in AIRS
- Under "Referrals Provided", select "Add Referrals Provided" and enter one of the following (*preferred referral category and corresponding service codes **bolded***):

Category	Service	Description
980-STI Screening/Testing and Treatment	301	Screening/Testing for Chlamydia
980-STI Screening/Testing and Treatment	302	Screening/Testing for Gonorrhea
980-STI Screening/Testing and Treatment	303	Screening/Testing for Hepatitis A, B, & C
980-STI Screening/Testing and Treatment	304	Screening/Testing for Herpes
980-STI Screening/Testing and Treatment	305	Screening/Testing for HPV
980-STI Screening/Testing and Treatment	306	Testing for PID
980-STI Screening/Testing and Treatment	307	Testing for Syphilis
980-STI Screening/Testing and Treatment	308	Testing for STD's (in general)
950-Counseling and Testing	040	STD screening and treatment
950-Counseling and Testing	050	Viral Hepatitis screening and treatment

- Entries should be made for all the highlighted fields below

Referral

Service Need

Category 980 STI Screening/Testing & Treatment

Service 308 Screening/Testing for STDs (in general)

Priority

Referral Information

On site

Referred To FWAA7 Dr Frank N Stein

Date Need Identified // Appointment Date //

Follow-up Method

Active referral

Passive referral-agency verification

Passive referral-client verification

None

Referral Verification

Date Service Verified //

Status

Appointments Per Week 0

Appointments Being Kept

Done Cancel

- Referral outcome should be recorded in the "Referral Verification" section for the above referral

Referral Verification

Date Service Verified

Status Client Received Service

Appointments Per Week

Appointments Being Kept

- Agencies have 30 days from date of referral to enter this verification
- If entering Referral Verification at a later date, retrieve the referral through the Referral Tracking screen (under Clients & Services / Historical Information)
- Enter "Date Service Verified" and "Status". AI approved status entries include;
 - +01 Client Received Service
 - 01 Client Refused Service
 - 06 Client No Show For Appointment
 - 07 Lost to Follow-up
- Only status outcomes of +01 Client Received Service will count as a successful referral for the purposes of grant deliverables

B) REPORTING

Below are reports (both required and optional) that help monitor and manage referral data.

- ➔ [AIDS Institute Aggregate Report - Summary of Referrals Report](#) provides a summary count of referrals.
- ➔ [Client/Agency Referral Report](#) provides specific client referral information by Program. Use this report to manage the outcome status of referrals for clients. DO NOT send this report to AI, it contains client names.
- ➔ [STI Referrals Summary Report](#) is an External Reporting Application (ERA) report that provides summary counts and specific client referral detail (see the drill downs). This report can also be used to manage the status (outcomes) of referrals for clients.
- ➔ [STI Referrals - Missing Correct Outcomes Report](#) (another ERA report) lists referrals that don't have an AI approved outcome status of;

- +01 Client Received Service
- 01 Client Refused Service
- 06 Client No Show For Appointment
- 07 Lost to Follow-up