How to Find Your Minor ID

The minor ID, also referred to as the Location ID, will sometimes be required by Medicare. It is the same as your ADV client number. Here's how to find it in FYDO:

- 1. Hover over the **Support** icon
- 2. Your Minor ID will be displayed in the heading

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How to create a referral

If needing referrals applies to your discipline, read on to learn how to create new referring doctors on your FYDO system; and how to create referrals on patient records.

Start off by opening a patient's record. Below is an example of a patient record, with the referral section highlighted.

117 - BURDETTE, Pamela

Patient Details		e R	ecalle	Accounts	Enis	odes	Con	omunication
Patient Details		5 N	GCall5	Accounts			CON	Innunication
Patient #	117	File	e Num			External	ID 1	117
Title	Mrs	G	ender	Female				
First Name	Pamela				6	?	Mi	
Last Name	BURDETTE							
Pref. Name								
Address	1 Scotts st							
Suburb	KILLARA		State	NSW		Postco	ode	2071
Mailing Address								
Suburb			State			Postco	ode	
Date of Birth	01/01/1920	m	Age	100		DOB E	Estima	ite 🗆
Mobile	0423-555-552		Home	() -		W	ork	() -
Email	pamela@gmail.com							
Medicare/DVA Details								
Medicare Number	2111-1111-1				Ref 1		Ex	р
Eligibility	Eligible - Australian Resid	dent						
Veterans No.			Veter	an Card Colou	ır			
DVA Auth.No				DVA Auth. Date	e			
Entitlement Card		~			5	Exp		
Referring Details								
Previous Referrals								
Referring Doctor								
Referral Date	Î	Period		First	Consult			
Referral To								
	Site Referral (global)							

Notice that the data fields on the record are greyed out and you cannot commit any changes. This is because you are not in *edit mode* and therefore cannot make any edits.

So click on the **Edit** button to continue.

You will now be able to make edits to this record, scroll down to the **Referring Details** section.

If the referring doctor has never been entered into your FYDO system, click on the blue **ADD REFERRING DOCTOR** button to add a *NEW* referring doctor.

Referring Details			
Previous Referrals			~
Referring Doctor	Search for a Referring Doctor		
	ADD REFERRING DOCTOR		
Referral Date	Period	First Consult	Î
Referral To	Search for a Referral To		
	Site Referral (global)		
	ADD ANOTHER REFERRAL EDIT RE	FERRAL	

This will present you with the below screen, where the main data fields are highlighted. So go ahead and fill this in along with any other additional information you'd like to store about this referring doctor.

rring Doctor Details					
Number					
		Provider Number	 Туре		
Title			Speciality		
First Name			Email		
Surname					
Practice Name		*	Mobile		
Address			Created On	29/12/2020	
			Birthdate		
Suburb			Status	Active	
Phone	F	ax			
-lles esus Dataila					
elianeous Details					
External ID					
Location ID		1			
Comm Type E	Email	*			
Notes					

Note: this only needs to be done **once** per referring doctor.

Referring doctor 'Type'

- GP: by default, GP referrals have a referral period of 12 months
- Specialist: by default, Specialist referrals have a referral period of 3 months

If the referring doctor has already been entered into FYDO as a referrer, you will be able to search for them by clicking on the search box pictured below. You may search by the doctor's first or last name.

Next, enter the **Referral Date** and you're done! This is the minimum data set for adding a referral to a patient's record.

Previous Referrals			¥		
Referring Doctor	Search for a Referring Doctor				
Referral Date	ADD REFERRING DOCTOR	First Consult			
Referral To	Search for a Referral To				
	Site Referral (global)				

Notes on other data fields in 'Referring Details'

- **Period**: this is how many months the referral is valid for. It may be overwritten by the user, at their discretion
- **First consult**: if the first *Date of Service* is after the *Referral Date*, you may enter the date of service into this field so that the *Referral Period* is calculated from this date, rather than the referral date
- **Referral to**: this is which provider the referral is for. If left blank, upon billing it will get linked to that provider;
- **Site Referral (global):** allows this referral to be used by any provider rather than one specific provider.

That's it! You've added a new referring doctor to your FYDO system and created a referral on a patient's record. Click on the green **Save** button on the top right corner of the patient record to save your changes.

