

TCA Deferral – Penelope Guide – April 2023

TCA Deferrals allow providers to request additional time to complete a course of treatment beyond the 6 month TCA expiry date set by Department of Health. TCA Deferrals are important to ensure claims are not forfeited where a client is still engaged in treatment beyond 6 months.

Instructions for completion

1. Select client name in 'For Event Attendee' then click anywhere on your screen.

Add Document

Document

Extension or TCA Deferral

Document Date 04/04/2023

For Event Attendee -Select-

Document Description -Select-

Smith, George

Other Individual

2. Enter your name and agency site.

Category

Person Requesting Extension or TCA Deferral Full Name (Treating Clinician) Jane Jones

Agency & Site Requesting ACSO Richmond

3. Select 'TCA Deferral'. **Requests can only be made by Treatment Providers.*

Is this a Treatment Extension or TCA Deferral?

☐ Treatment Extension (not applicable for assessment, residential rehabilitation & residential withdrawal)

☒ TCA Deferral (deferring Service End Date)


4. 'TCA Deferral Period' and 'Reason for TCA Deferral' - enter the number of months claim is required to remain open. A maximum deferral period of 6 months can be requested at any time before the claim is due to expire.

TCA Deferral Information

***TCA Deferral Period** (length of additional time for the file to remain open up to 6 months deferral can be requested)*

TCA Deferral Period (months)

Reason for Extension or TCA Deferral

H B I A 

Client requires additional time to complete monthly appointments.

5. Leave 'Client Services Unit' field **blank** – this is for ACSO internal use only.

6. Press 'finish'.

cancel

back

update

next

finish

Your form will be reviewed by the COATS team. You will be contacted directly if further information is required.