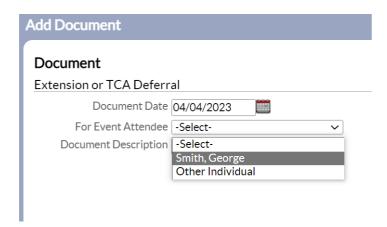


TCA Deferral - Penelope Guide - April 2023

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.



2. Enter your name and agency site.

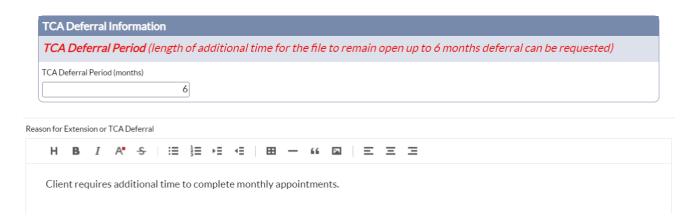


3. Select 'TCA Deferral'. *Requests can only be made by Treatment Providers.

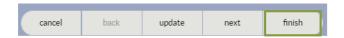




4. 'TCA Deferral Period' and 'Reason for TCA Deferral' - enter the number of months claim is required to remain open. A maximum deferral period of 6 months can be requested at any time before the claim is due to expire.



- 5. Leave 'Client Services Unit' field **blank** this is for ACSO internal use only.
- 6. Press 'finish'.



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