

21st MDG Referral Guide





Current January 2022



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Key Terms/Definitions



- Authorization: approval document for a referral which identifies the details (specialty, services/procedures, # visits, office/provider sent to, contact for provider/office, etc.) of the referral.
- **Colorado Market:** The military hospitals and clinics in Colorado Springs and Colorado which collaborate to maximize the services available to patients. Every attempt is made to navigate patients to a military hospital or clinic provider first if there is capability and access to care that meets the needs of the patient.
- **CPT/Procedure Codes:** Specific type of procedure (i.e. evaluation and treatment of nerve damage to neck) indicated on a referral which guides what the off-base provider is allowed to bill TRICARE for.
- Difference Between Referral On-Base versus Off-Base: Referrals for specialty care are either determined to be able to be treated within a military hospital or clinic (on-base) or to a provider in the local community (off-base) which requires navigation by the TRICARE Contractor (Health Net Federal Services)
- Health Net Federal Services: TRICARE contractor who administers the health care benefit for TRICARE beneficiaries to include referrals
- MHS GENESIS Patient Portal/USAF Academy Referral Management: Message location that patients can utilize to communicate referral issues, questions, concerns
- **Patient Access Services:** Appointment line which conducts calls to patients in order to book first specialty appointment for a referral retained at a military hospital or clinic
- **Point of Service (POS) Option:** Allows patients to pay out of pocket for services obtained directly in the network but often comes with large costs near full prices for services
- **Referral:** Decision by PCM to request additional care evaluation or treatment by a specialty service/provider
- **TRICARE-West Beneficiary Portal:** online portal requiring DS Logon to access TRICARE benefits status to include authorizations for referrals





How A Referral Is Navigated

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Day 0 —	PCM Write	es Referral		
Day 1 —	Referral is reviewed by the Market or military hospital o has capability or capacity within access to care standar base/post provider	r clinic Referral Center to determine whether a specialty clinic rds to retain the referral within the military clinic or defer to an off-		
	Referral is sent to a military specialty clinic	Referral is sent to an off-base specialty provider		
Days 2-3 Days	Patient Access Services or clinic directly calls within 3 business days to book referral with military specialty clinic. If patient does not receive a call within 3 business days, contact Patient Access Services at 719- 524-2273, option 1 (Monday – Friday 6:00 a.m. to 4:30 p.m.). After 3 unsuccessful attempts to contact by phone, patient is also sent an <u>MHS GENESIS Patient</u> <u>Portal</u> message to notify they were attempted to be contacted and booked an appointment for specialty care with further instructions.	Referrals off-base will be processed within 3-5 business days. The patient bears the responsibility for booking a referral that is sent off-base. This requires the patient to attain the digital copy of their authorization from the TRICARE Contractor (Health Net Federal Services). The patient attains this by going to <u>www.tricare-west.com</u> and logging in to their beneficiary portal. It is the same login (DS Logon) as the MHS GENESIS Patient Portal. A <u>video/guide is available to patients for setting up</u> logon and navigating to the authorization document. The patient must either contact the provider office on the		
3-5	The Patient has the right to be booked a military clinic appointment within 28 days of calling to make the	authorization to initiate appointment or request a change of providers. Instructions for doing so are in the <u>video</u> /guide.		
Days 6-35	appointment. If an appointment is not made available within 28 days, the patient may request a referral to a different provider. For military clinic specialty care referrals in this circumstance, contact our Referral Management Center at 719-556-0241/1054 for next steps. Please note, specialty care off-base may also be limited within 28 days.	days of calling the provider office. If an appointment within 20 days of calling the provider office. If an appointment is not made available within 28 days, the patient may request a referral to a different provider (see guide). If the patient is not able to find a network provider with an available appointment within 28 days, the patient has the right to request an appointment with a non-network provider. This requires phone contact with Health Net Federal services at 844-866-9378, option 2, then option 2.		







- Q: How do I get access to my authorization?
 - A: Your referral authorization is <u>only</u> accessible through the TRICARE-West online portal (<u>www.tricare-west.com</u>) using the same DS Logon as for the MHS GENESIS Patient Portal. There is a video at the following location (<u>https://vimeo.com/451369629</u>) for accessing the authorization and additional pages in this guide for instructions on setting up DS Logon. Your referral authorization will not be mailed to you unless you are age 65+/Medicare enrolled. <u>Only</u> TRICARE Plus (Age 65+/Medicare+military clinic enrollment) patients receive a letter of their referral mailed by the military clinic. These authorizations will be used to navigate (location/phone #) on where to book your specialty care appointment or obtaining Durable Medical Equipment.

Q: How many visits am I authorized?

- A: The number of visits authorized on a referral can vary but this number is located on the authorization document accessible to you. See page <u>16</u> of guide. Many referrals are written with one evaluation visit and additional visits for treatment. For example; MRIs or Mammograms are diagnostic with one visit authorized meanwhile, referrals to Neurology may often include authorization for one evaluation visit and 4-5 treatment visits.
- Q: When does my authorization expire?
 - A: Referral authorizations can range from 30 days to 365 days, however a large majority of referrals cover 180 days of treatment. This information is located directly on the authorization document. See page <u>16</u> of the guide. When this referral expires, a new referral will be required from the PCM or ordering provider if not originated by PCM.







- Q: Can you fax my referral to the provider?
 - A: Referrals for TRICARE Prime patients are faxed by Health Net Federal Services to the provider who the referral has been assigned. If the referral has not been received by the provider, contact Health Net Federal Services (1-844-866-9378) and inform them that the office has not received the authorization. If the patient is not getting adequate assistance or there are continued problems with the receipt of the referral by the off-base provider, contact the Referral Management Center at 719-556-0241/1054 or on the <u>MHS GENESIS Patient Portal</u> via USAF Peterson Referral Management.
- Q: The provider needs codes (CPT/procedures) added or changed. Can you do that?
 - A: The military clinic cannot adjust the codes that are generated on a referral authorization. It is recommended that the patient coordinate with the off-base provider and inform them to contact Health Net Federal Services (1-844-866-9378). The off-base provider has the expertise to inform Health Net Federal Services regarding what codes need to be changed or added on a referral. If these actions are not successful, the patient is encouraged to contact the Referral Management Center at 719-556-0241/1054 or on the <u>MHS GENESIS Patient Portal</u> via USAF Peterson Referral Management.







- Q: Options to receive an off-base referral for specialty care?
 - A: TRICARE Prime Patients enrolled to the military clinic will be navigated first to care within an military clinic or hospital if it is available and within access to care standards. This is a requirement of the TRICARE Prime benefit. Each referral is reviewed for capability and continuity of care if a patient has a history of care with an off-base provider but if the patient has not seen the provider in greater than 3 months or there are no other compelling continuity reasons, the patient will be directed to a military clinic or hospital. Patients have a Point of Service (POS) option to choose a medical specialty in the network, but will pay extensive out of pocket costs. For more information, visit: <u>https://www.tricare-west.com/content/hnfs/home/tw/bene/claims/pos.html</u>
- Q: My referral was captured by the military clinic or hospital; how do l get it released?
 - A: Referrals will not be released by the military clinic. They have been reviewed by the referral center of the Colorado Market and military clinic or hospital for capability and continuity. It is recommended that patients go to their first appointment with a specialist in the military clinic or hospital and discuss care options with that provider. Patients may always choose the Point of Service option described above.







• Q: How long does it take for the referral to be processed?

A: Referrals that are retained within a military clinic or hospital are processed within 1-2 business days with contact to make an initial appointment beginning at business days 2-3. Referrals that are deferred to the off-base network are processed within 3-5 business days and the patient is not contacted regarding approval so it is critical that the patient continue to check <u>www.tricare-west.com</u> after 3 business days if not contacted for a military clinic or hospital appointment. From <u>www.tricare-west.com</u>, the patient should obtain the authorization and begin making appointment arrangements with a specialist.

Q: What do I need to do to activate my referral?

- A: Patients do not need to activate a referral. The patient's role is to follow up on their care by checking <u>www.tricare-west.com</u> after 3 business days (and continuing to check) if not contacted for a military clinic or hospital appointment. The patient must make the appointment if referral is deferred to an off-base provider.
- Q: Where can I call to get more help with my referral?
 - A: If the referral has been deferred to an off-base provider, it is recommended that the patient contacts Health Net Federal Services for further assistance. The phone number to Health Net Federal Services is 1-844-866-9378. If the referral has been retained at a military clinic or hospital, contact the Referral Management Center at 719-556-0241/1054 or on the <u>MHS GENESIS Patient Portal</u> via USAF Peterson Referral Management.







- Q: How do I get a second opinion?
 - A: This depends on whether the referral has been retained at a military clinic or deferred to an off-base provider. If the referral was originally retained at a military clinic, contact the clinic directly to see if there are other providers available within the military clinic or Colorado Market that you may be able to see. If unsuccessful, contact the Referral Management Center at 719-556-0241/1054 for assistance. If the referral is deferred off-base, a new referral will need to be written by the PCM indicating a second opinion. We recommend contacting the PCM via the <u>MHS GENESIS Patient Portal</u> to request this.
- Q: Can I change my off-base referral to a different provider?
 - A: Off-base referrals can be changed to a different provider directly by the patient if the visits on a referral authorization have not been utilized. In this case, the patient can contact Health Net Federal Services (1-844-866-9378) or perform the steps on page <u>17</u> of this guide through the <u>www.tricare-west.com</u> beneficiary portal.





TRICARE-West – Video/Main Page



A video describing referral authorizations and the access to the document is available at the following link: <u>https://vimeo.com/451369629</u>







Beneficiary Portal/ Secure Login Page



After clicking to navigate to the beneficiary portal/secure login, the patient will see this page where they should login using the DS Logon. This is the same logon used for the **MHS GENESIS Patient** Portal. If a DS Logon has not yet been established, the patient should click Register at the top of the ribbon. The next two slides are a comprehensive guide/pamphlet to setting up the DS Logon.





DS Logon Set Up Guide/Pamphlet – Steps 1-7

- 1. Go to www.tricare-west.com/idp/bene-login.fcc
- Select "DS Logon" and "Need An Account?"

ACTION NEEDED: Phone Numbers can b	e undated by yourself by looping into your	DS Logen account and oning to
"UPDATE CONTACT INFORMATION." This ensure your phone (e.g., cell, landline) and	s will take you to a screen to update your email address is accurate as future secur	own phone number and email. Pleas ity features will be enabled soon and
you won't have access to your DS Logon a	ccount if the phone number is not one you	can access.
IMPORTANT: After visiting DS Logon or or help protect your information and privacy. I parties access to your PRIVATE HEALTH 4	e of our partner sites, CLOSE your brows I you choose not to close your browser an and BENEFIT INFORMATION.	er window AND all open tabs. This w d all open tabs, this can enable third
DS Logon	CAC	DFAS
	DS Logon	
	DS Logon Usemame	
	DS Logon Password	
	Forgot Disensame? Forgot Password?	
	Login	
1 Need An Account?		
Activate My Account		

3. For those without a Common Access Card (CAC), choose the option to "Register using my email in DEERS." If you do not have an email in DEERS, you can set this up by going to https://idco.dmdc.osd.mil/idco/.

Registration Process

Our records indicate you currently have an active Common Access Card (CAC) and an email The in DERS. The most efficient method is to register using an attached CAC reader. If you not have this option available then you may use your email on file in DEERS. A one-time activation code will be sent to your email address if you chose this method. Once you receiv the activation code follow the instructions to complete the registration process.
CAC
Common Access Card
Register using my attached CAC reader Register using my email in DEERS Cancel

4. You must consent to using your email address to send an activation code.



A temporary activation code has been sent to L.r@mail.mil. Please check your email inbox for a message from do-not-reply-dslogon@mail.mil, and follow the instructions. If you do not see an email from do-not-reply-dslogon@mail.mil in your inbox please check another folder such as a "Spam" or "Junk" folder. 6. After retrieving your activation code, return to the main logon page and then select the option to "Activate My Account".

ATTENTION ALL USERS: PLEASE REA	D THE BELOW INFORMATION IN IT'S EI	NTIRETY
ACTION NEEDED: Phone Numbers can to "UPDATE CONTACT INFORMATION." The ensure your phone (e.g., cell, landline) and you won't have access to your DS Logon of IMPORTANT: After visiting DS Logon of o	e updated by yourself by logging into you is will take you to a screen to update your email address is accurate as future secu occount if the phone number is not one yo re of our partner sites. CLOSE your brows	r DS Logon account and going to own phone number and email. Please rity features will be enabled soon and u can access. ser window AND all open tabs. This will
help protect your information and privacy parties access to your PRIVATE HEALTH	If you choose not to close your browser an and BENEFIT INFORMATION.	id all open tabs, this can enable third
DS Logon	CAC	DFAS
	DS Logon	
	DS Logon Usemame	
	DS Logon Password	
	Forget Username?	
	Forgot Password?	
	Login	
L Need An Account?	L	
Activate My Account		

7. Next you will be asked to verify your personal info again and input the activation code you retrieved from your email.

First Name			
Last Name			
Date of Birth			
Person dentifier	XXX-XX-XXXX	Social Security Number	~
Activation Code	*If you have a PIN	A, this feature has been remove	ed.
	*If you have a PIM	V, this feature has been remove Continue Cancel	ed.



2. Provide all eligibility information and continue.

Tell us about	yourself					
First Name						
Last Name						
Date of Birth	MM	DD	YYYY	-		
Person Identifier	[DoD ID Numbe	r	~	
Activation Code						

DS Logon Set Up Guide/Pamphlet – Steps 8-12

In what town was your first job?

8. Provide your DoD ID Number in the required block.

Activate Account

Please enter the DOD ID NUMBER found on your DoD ID ca



9. Create a DS Logon password that meets system requirements.

Create a password for your account. **Password Requirements:** . ✓ Passwords must be at least 9 characters but no more than 20 . . At least 1 lowercase letter (e.g., a,b,c,...,x,y,z) • * At least 1 uppercase letter (e.g., A,B,C,...,X,Y,Z) • At least 1 number (e.g., 0,1,2,...,8,9) Special Characters are not required but these special characters can be used (e.g., @_#I&\$`%*+()./,~:{)|?>=<^[]-) No birth dates, social security numbers, or part of your name When changing a password, your new password cannot be changed more than 1 time in 24 hours Enter your password below. Please note that: 1. All passwords expire in 180 days (6 months) and will need to be changed prior to expiration. You may want to note your password expiration date on a calendar. As a security precaution, your password should never be written down 2. When entering your password below, you will know your password meets the password requirements when all lines above are green. If there is any red lines please go back and adjust the password to meet the requirement identified Password -Confirm Password Show Passwords

Continue Cancel

10. Create password recovery questions/	Please select a question and type the answer. These questions will be asked when you reset Your answers are not case sensitive.
answers.	In what hospital were you bom?
	What school did you attend for sixth grade?
	In what city did you meet your spouse?

11. Select a security image that you will use each time that you log on via DS Logon.



Once completed, press Continue Continue Cancel

12. The final two screens will provide the username you will use to log on each time and verification that you account is active. You may now login at the main page via your DS Logon.

	Frequently Asked Questions
Activation Successful	
Your Username is:	
Congratulations! Your identity has been verified Press continue to go to your DS Logon account	
Continue	
	Frequently Asked Questions
mail addresses may be used to reset your password. The em	ail addresses on file are:
t_r@mail.ml	
Add Email	
Note: Email address(es) are not displayed fully for securi	Ry purposes.
Configura	

21st Medical Group

DS Logon Activation Guide for **Health Net Federal Services**

Manage Enrollments, Pay Premiums/Make Payments, Download Referral Authorizations, Request Changes to Referrals, Review Number of Remaining Visits on a Referral, Review Claims/Explanation of Benefits, Search Network Provider Directory









TRICARE-West – Beneficiary Portal – Main Page



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After logging in, the patient will access referral authorizations by clicking on the "Check Authorization Status" link under Secure Tools.

From there, the patient will be directed to search by beneficiary (self or dependents) and date ranges





TRICARE-West – Beneficiary Portal – Referrals Search



After clicking on the Check Authorization Status page, the patient must choose for whom the referral authorizations they are attempting to acquire (self or dependents) and then filter to a specific date range or authorization number. After doing so and clicking search, the patient will see all approved referrals displayed on the screen.

	ZATIONS CLAIMS MY ACCOUNT SECURE INBOX SECURE PORTAL
INFS.com > TRICARE West > Beneficiary >	Secure > Authorization Search
Secure Tools Secure Portal Secure Portal Secure Portal Manage My Payment New Payment History Check Authorization Status Change an Authorization Check Claim Status View Summary TEOB Update Other Health Insurance Cheate Annual Benefits Summary Report	Check Status or Make Changes to an Authorization * = Required Field. * Check status of Self * Search for authorization by * Search for authorization by * Authorizations and referrals within the last Select Select - MM / DD / YYYY& MM / DD / YYYY
Nominate a Beneficiary for Case or Disease Management	O Authorization Number 😌
A Preventive Services	
Ask Us Secure Email	
8 Upload a Document	SEARCH RESET
A Secure Inbox	Note: This guide provides step-by-step instructions on how to use the Check Authorization Status tool to change the specialty care
A My Account	provider on an existing authorization or referral.





TRICARE-West – Beneficiary Portal – Referrals Selection



RETURN TO TABLE OF CONTENTS

After searching a date range, the authorizations approved during this period will display. From here, the patient must click on the highlighted authorization number on the left side of the table. This will enable a few key actions related to this referral

- 1. View/download authorization letter instructing where referral has been directed. Patient should initiate booking with network specialist using info provided.
- 2. View claims related to the authorization which would show how many visits remain on the existing authorization. If no visits remaining, must contact referring provider or PCM.
- 3. Request a new provider for the specialty care being referred

ME ENROLLMENT AUTHOR	ZIZATIONS CLAIM	IS MY ACCOU	INT SECUR	E INBOX SECU	IRE PORTAL		
FS.com > TRICARE West > Beneficiary	> Secure > Authorizat	ion Summary					
Secure Tools Secure Portal Eligibility & Deductible Manage My Payment View Payment History	Check Au * Sponsor SSN * Patient Name * Patient Date of * Patient DBN	thorization	n and Re	ferral Stat	us		Bac
A Check Authorization Status			TTONE AND			ACT 24 MON	тис
Change an Authorization	SHOW PL AL	LAUTHORIZA	ITTONS AND	KLI LKKALS V		431 24 MON	1115
Check Claim Status							
View Summary TEOB	Search all Column	s	Show 2	0 🔻 entries	Dates of Servi	ce 🔻	ie te
Update Other Health Insurance							
Create Annual Benefits Summary Report	Authorization	Dates of Service	Place of Service	Servicing Provider	Provider Specialty	Decision Description	Claims Link
Nominate a Beneficiary for Case or Disease Management	-	bernee			openanty		View claims
Preventive Services	20183200001	11/15/2018 -	Outpatient	atient Landis, Geoffrey	Surgery- Orthopedic	Approved	for this
Ask Us Secure Email	982523	05/14/2019	outpatient				ior dits
Upload a Document							authorization
Secure Inbox							View claims
My Account	0010-181024-	10/25/2018 -	1949-1947 (1947 (1947)	Concentra	Physical Therapy	Approved	view claims
	00570	02/22/2019	Outpatient	Medical Centers			for this
							authorization
Contact Us Page	<u>20182880001</u> 762303	10/12/2018 - 04/10/2019	Home	Tucson Orthopaedic	Durable Medical Equipment &	Approved	<u>View claims</u> for this
ublic Tools				Institute	Medical Supplies		authorization
Network Provider Directory	20101010001	07/10/2010			Current		View claims
Non-Network Provider Directory	20181910001	07/10/2018 -	Outpatient	Landis, Geoffrey	Surgery- s, Geoffrey Orthopedic	Approved	for this
TRICARE Prime & PCM Selection	127660	11/07/2018					authorization
Military Hospital Locator							
Covered Benefits							View claims
Copayment or Cost-Share	20181900001	07/09/2018 -	Home	Landis, Geoffrey	Surgery-	Approved	for this
Is Approval Needed	112781	11/07/2018	0.00000	Lanuis, Geomrey	Orthopedic		



- TRICARE-West – Beneficiary Portal Referral Authorization Letter



After clicking on the authorization, several important details are displayed including the authorization letter, claims link and new provider request link. Service line details are displayed below and down the page with information such as number of visits. When selecting to view authorization letter a pop up window will emerge that allows the download of the authorization into a PDF. Our team recommends that patients save this PDF to their mobile device.

Visits authorized: important to view all line details as often there are additional line details with more visits (i.e. for follow ups)

Expiration date on the referral -

CHECK AUTHORIZATION AND REFERRAL STATUS

Authorization 20183200001982523 Authorization Status Approved Decision Approved UIN Patient Name Patient DBN Patient DOB Patie

View authorization letter View claims for this authorization Requesting Provider Name Geoffrey Landis Provider Phone (520) 382-8200

Servicing Provider Name Geoffrey Landis

Servicing Provider NPI 1982645719

Provider Phone (520) 382-8200

Servicing Facility

Provider Address 6320 N La Cholla Blvd, Tucson, AZ 85741-3549(Request New Provider)

FAX (520) 297-3505

Primary Diagnosis/Description Osteochondritis dissecans, right ankle and joints of right foot

Secondary Diagnosis/Description Synovitis and tenosynovitis, unspecified

Specialty Surgery-Orthopedic



High Procedure Code/Description 99245 / Office Consultation Low Procedure Code/Description 99241 / Office Consultation Approved Service Type Office Visit Professional Approved Procedure Range 99241-99245 Beginning Procedure 99241 Ending Procedure 99245 Quantity 1.0 VISITS





TRICARE-West – Beneficiary Portal – Request New Provider



After selecting the "Request New Provider" option, a window will pop up that organizes providers based on distance of the office location in the directory. It can also be rearranged alphabetically and a name search can be performed in the upper right.

After a provider is selected via the bubble on the left, click the submit request option and a new authorization will process and publish with the provider selected. It is highly recommended that the patient call the office associated with a specific provider as the directory is not always accurate. This may take 1-2 minutes to process.

Request	New Provider				
				Search:	
Select	A Name	Address	II Distance	1] Speciality	
0	DOMINGO CHELEUITTE	350 N WILMOT RD TUCSON, AZ 65711	4.24	Surgery-Orthopedic	
0	MARK SENESE	6502 E CARONDELET DR TUCSON, AZ 85710	4.28	Surgery-Orthopedic	
o	TIMOTHY DEXON	6567 E CARONDELET DR TUCSOR, AZ 85710	4.32	Surgery-Orthopedic	
0	LACEY RAD	6567 E CARONDELET DR TUCSON, AZ 85710	4.12	Surgery-Orthopadic	
9	THOMAS NELSON	6567 E CARONDELET DR. TUCSON, AZ 85710	4.32	Surgery-Orthopedic	
Ð	ROBERT KERSEY	6567 E CARONDELET DR. TUCSON, AZ 85710	4.12	Surgery-Orthopedic	
9	JOHN KLEIN	5618 E CARONDELET DR. TUCSON, AZ 85710	4,45	Surgery-Orthopedic	
2	KAI-UWE LEWANDROWSKI	717 S ALVERNON WAY TUCSON, AZ 85711	5.09	Surgery-Orthopedic	
9	TY ENDEAN	6369 E TANQUE VERDE RD TUCSON, AZ 85715	5.14	Surgery-Orthopadic	
9	MICHAEL DOHM	2800 E AJO WAY TUCSON, AZ 65713	5.76	Surgery-Orthopedic	
nowing 1 to 10	of 100 entries		4	c < 1 2 3 10 >	3







If ever a patient requires assistance regarding a referral which cannot be resolved using this guide, contact the 21st Medical Group Referral Management Center via the <u>MHS GENESIS Patient Portal</u> (USAF Peterson Referral Management) or by phone at 719-556-0241/1054.

