To submit a referral for medical services:

1. Log on to the Tufts Health Plan secure Provider website.
2. From the list of self-service options, hover over Referrals, A dropdown list will appear.
3. Click Referral Submission.

**Note:** Historical referral submission is available for up to 180 days after the start date of the referral.

4. Enter the member's Tufts Health Plan ID, including the suffix and the member’s DOB, and then click Submit.
5. Fill out the required fields with the appropriate referral information and then click Submit.
6. You will be asked to confirm that the information you entered is accurate. If it is, click Confirm.
7. A referral number will be generated.

8. Once the referral is generated, the referring provider, the referred to provider and the member will all be able to view the referral electronically through their own accounts.

**Note:** This submission functionality should not be used for behavioral health services. Use the Behavioral Health Service Request to request authorization for behavioral health services. Also, out-of-network referrals for medical services cannot be submitted using the referral submission tool because they require the signature of the Provider Unit’s Physician Reviewer.