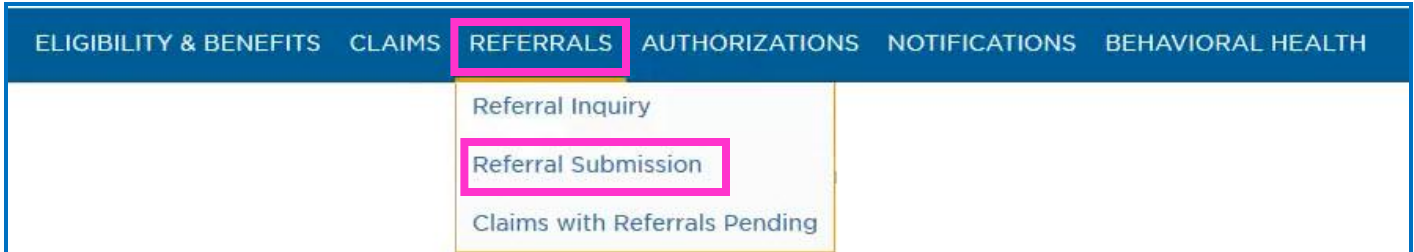


To submit a referral for medical services:

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.

Referral (Specialty Care Certification) ID	
XCK12345	
Referring Physician Name/ID (Requester Name/ID)	
1234567890 EASTON, BETH S., MD	
Member ID	Date of Birth
123456789 01 MOLLY WELLNESS	02/14/1965
Referred to Provider ID (Service Provider ID)	Date of Service
9876543210 MITCHELL, WILLIAM B., MD	06/14/2017
Diagnosis Code	Quantity of Visits
	6

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.