



Super release is not to be used for cosmetic reasons, but only for health and functional reasons.

Supercare fee for early super release is \$680. Patients do not pay this upfront, we pay supercare and recoup this money by incorporating this fee within their treatment plan. Under no circumstances is a patient to take out a payment plan then release super to pay off the payment plan. Release of super must be used towards its intended purpose.

LODGE IN ROOM APPLICATION PROCESS

1. Send through the patient details via your 'Patient Referral Portal' (without the support documents, if changes are still required to be made)
2. Please use the dedicated hotline to lodge patients in the room prior to them leaving so they can lodge their application on the day of consultation
Vince Arcadi - Vince@mysupercare.com.au Phone: 02 8397 8825
Daniel Dang - Daniel@mysupercare.com.au Phone: 02 8397 8821
 - a. You will need to know the approx amount of treatment plan value to provide to supercare consultant
3. Send completed support documents to quotes@mysupercare.com.au once they're finalised after the patient leaves (within 24 hours).

This process should fasten the process for super approval for patients to know an answer within 5 - 10 business days. This will reduce delays in between submitting the referral and lodgement/ approval as Supercare do not need to chase patients to lodge applications once they leave the clinic.

COMPLETE OVERVIEW OF APPLICATION PROCESS

1. Call supercare hotline to lodge application
2. Compassionate Letter
 - a. Print, get signed by clinician
 - b. Scan in to the patient's file on Core
3. Treatment Plan - Hide \$680 for Supercare Fee
 - a. Download PDF
4. Submit via clinics Supercare [patient referral form](#) website
5. Use Referral Report to check updates
 - a. You will also receive a approval email for approved applicants

mysupercare.com.au/patient-referral-form

Applicant's Details
Person who's superannuation is being accessed

First Name * Last Name *

Applicant's relationship to patient *
Please select...

Mobile Phone * Email *

Claim Support Document
 No file chosen

Additional File Upload
 Yes

Notes

Dental Boutique Master Clinic Portal

Reset Share

Clinic Report Overview
Current Application Report
Referral Report
Approved Applications Report

SUPERCARE PATIENT REFERRAL REPORT

Select date range

TOTAL SIGN-ONS
395

SIGN-ON STAGE

REFERRALS PER MONTH

Full Name	Referred Date	Qualifying...	Sign-on S...	Date Signed On	Provider - Provider Name
James Diechfeld	Jun 13, 2023	Qualified	Sign On Sent	null	Dental Boutique Balywn
Michael Dickson	Jun 13, 2023	Establishing...	null	null	Dental Boutique Mornington
Nicole Olyphant	Jun 13, 2023	Establishing...	null	null	Dental Boutique Balywn
Natalie Pearson	Jun 13, 2023	Uncontacted	null	null	Dental Boutique Adelaide
Aimee Dickson	Jun 13, 2023	Uncontacted	null	null	Dental Boutique Mornington
Vicki Foggie	Jun 13, 2023	Uncontacted	null	null	Dental Boutique Mornington
Michael Matrach	Jun 13, 2023	Uncontacted	null	null	Dental Boutique Mornington
Jay Shaw	Jun 12, 2023	Qualified	Closed Won	Jun 11, 2023	Dental Boutique Balywn
Rickey King	Jun 9, 2023	Establishing...	null	null	Dental Boutique Mornington
Beanca Van Nee	Jun 9, 2023	Qualified	Closed Won	Jun 9, 2023	Dental Boutique Mornington
Joel Collins	Jun 9, 2023	Qualified	Sign On Sent	null	Dental Boutique Balywn
Sonia Modlewski	Jun 9, 2023	Establishing...	null	null	Dental Boutique Mornington
William Kowal	Jun 9, 2023	Qualified	Closed Won	Jun 11, 2023	Dental Boutique Melbourne - anew smile
Lisa Martin	Jun 9, 2023	Qualified	Closed Won	Jun 9, 2023	Dental Boutique Adelaide
Michele Barber	Jun 9, 2023	Qualified	Closed Won	Jun 9, 2023	Dental Boutique Mornington
Marcolo De Luttis	Jun 9, 2023	Establishing...	null	null	Dental Boutique Melbourne - anew smile
Sauluma Busby	Jun 9, 2023	Establishing...	null	null	Dental Boutique Melbourne - anew smile
Aislee Niha	Jun 9, 2023	Establishing...	null	null	Dental Boutique Melbourne - anew smile
Gau Anik Gak	Jun 9, 2023	Qualified	Closed Won	Jun 11, 2023	Dental Boutique Melbourne - anew smile
Lyndie Gunn	Jun 8, 2023	Establishing...	null	null	Dental Boutique Mornington
Thi Hoa Huong Tran	Jun 7, 2023	Qualified	Closed Won	Jun 8, 2023	Dental Boutique Mornington
Stephane Koutsoubos	Jun 7, 2023	Qualified	Closed Won	Jun 8, 2023	Dental Boutique Balywn
Craig Wee	Jun 7, 2023	Qualified	Closed Won	Jun 7, 2023	Dental Boutique Melbourne - anew smile

1 - 516 / 516

TREATMENT PLANNING

- 2 treatment plans are required to be made when releasing super
 - You must create a treatment plan to be sent to Super Care - Call this 'Super Care Treatment Plan'. This is where you will hide the \$680 amongst the treatment plan.
 - You must create a treatment plan to be used by the clinician which includes the Super Fee (SF) treatment code and has the \$680 attached. This fee MUST be allocated to the clinic and not the clinician.

Click on the link to the drive for [examples of the treatment planning](#)

PLANS [Create plan](#)

Super Plan Dont Use This Plan Proposed

🕒 31 May 2023 (2 months ago)
By: **Dr Park, Paul**

Treatments 37
Completed 0
Incomplete 37

Progress 0%

Use This Plan - Aoi Upper, Lower Od, Exos Inprogress

🕒 22 May 2023 (2 months ago)
By: **Ms Fares, Lina**

Progress 10%

SUPER FOLLOW UP PROCESS

Please refer to the [super follow up document](#) for further information