

Medical Record Review Self- Assessment Checklist

This list is an outline of DHCS Medical Record Review (MRR) criteria that will be reviewed by the Certified Nurse Reviewer. Please refer to the 2012 DHCS Site Review Guidelines for a detailed description. Please contact Tim Shoemaker, RN 650-616-5016 with any question or concerns.

I. Format

- Member identification is on each page.
- Emergency contact or refusal is identified for all members with at least one phone number listed
- Primary language and requests for language and/or interpretation services (or member refusal) are documented

II. Documentation

- Chronic problem and medication list, known allergies
- Evidence of Advance Health Care Directives/Planning information offered

III. Coordination/Continuity of Care

- Evidence of provider review of consult/referral reports and diagnostic test results with appropriate follow-up when necessary
- Evidence of Outreach efforts for missed/broken appointments
 - Follow-up instructions

IV. Pediatric Preventive

- H&P is completed within 120 days of effective enrollment date with the Plan
- DHCS "Staying Healthy Assessment" is being administered at Initial Health Assessment and at routine visits according to DHCS periodicity guidelines: <https://www.hpsm.org/providers/provider-resources.aspx> (Under Form tabs, then Assessments)
- BMI is documented for all patients and plotted on CDC Growth Chart for ages 2-20
- Vision and Hearing screening as outlined in the DHCS MRR Guidelines and AAP Bright Futures Recommendations
- Nutrition Assessment and referral to WIC when appropriate
- Dental assessment, with documented inspection of teeth and gums, and referral to dentist by age 12 months (new recommendation by AAP and AAPD)
- Nutrition Assessment and referral to WIC when appropriate
- Evidence of TB risk assessment/screening at each health assessment
- Assessment of immunization status at each health assessment and provision of immunizations per CDC Guidelines: <http://www.cdc.gov/vaccines/schedules/index.html>

- Vaccine administration documentation and VIS publication date:
<http://www.cdc.gov/vaccines/hcp/vis/index.html>

V. Adult Preventive

- H&P and Staying Healthy Assessment as described in section IV
- Periodic Health Evaluation per USPSTF Guidelines
- Evidence of Preventive Health Screening per DHCS MRR Guidelines and Current USPSTF Recommendations:
 - High Blood Pressure
 - Obesity
 - Lipid Disorders
 - TB
 - Breast Cancer
 - Cervical Cancer (per updated 2012 ACOG guidelines)
 - Chlamydia
 - Colorectal Cancer
- Immunization guidelines as described in section IV

VI. OB/CPSP Preventive

- Applicable for Family Practice PCPs who provide prenatal care and/or OB-Gyn providers acting as PCPs
- Initial Comprehensive Assessment (ICA)
 - OB and Medical History
 - Physical Exam
 - Lab tests
 - Nutrition
 - Psychosocial
 - Health Education
 - Screening for Hep B and Chlamydia
- Second Trimester Re-assessment
- Third Trimester Re-assessment, including screening for GBS
- Prenatal care visits per most recent ACOG standards
- Individualized Care Plan (ICP), including the following: referral to WIC and assessment of infant feeding status, HIV-related services offered, AFP/genetic screening offered, domestic violence/abuse screening, family planning evaluation, postpartum comprehensive assessment

Conditional Passing Scores: 80-90% or overall score of 90-100% with individual section score(s) below 80% require a Corrective Action Plan (CAP) that will be issued by the Certified Nurse Reviewer. Any score below 80% is considered non-passing. For

more information, please refer to CA Department of Health Care Services Policy Letter 14-004:

<http://www.dhcs.ca.gov/formsandpubs/Documents/MMCDAPLsandPolicyLetters/PL2014/PL14-004.pdf>