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◊ *Collaboration* ◊ *Catalyst* ◊ *Community*

Documentation Checklist

Whether utilizing the technical assistance of a Transformation Coach or not, it is helpful to have another team member review documentation example(s) before they are submitted to NCQA.

This task serves two purposes: 1) it promotes accountability and accuracy since more than one team member is aware of and understands what is being submitted; and 2) it saves technical assistance resources for tasks that are harder for the PCMH team to complete on their own.

By reviewing the documentation prepared by another PCMH team member, the reviewer develops a greater understanding of the NCQA requirements and is better able to prepare their own documentation that meets standards. Additionally, it ensures that documents developed by one team member are not contradictory or redundant with documents developed by another team member.

We recommend at least two team members be responsible for the development and submission of documentation, and that they review each other's documentation examples.

Attached is a documentation checklist to assist in this review and provide a standardized process.

NCQA PCMH 2014 Documentation Checklist

Standard/Element _____ Factor _____ Reviewed By _____

Critical Factor Must Pass Corporate Survey

Does the documentation require (check all that apply)?

- Documented Process
- Report
- Records or Files
- Materials

Screen Shots, i.e., electronic “copy” may be used as 1) examples (system capabilities of an electronic health record—EHR) 2 materials (Web site resources) 3 reports (logs, patient lists) or 4) records (e.g. documentation of clinical advice in the medical record)

Documented Process

Written procedures, protocols, processes, workflow forms (not explanations)

Does the Documented Process include the following?

- Practice Name
- Date of implementation (Must be 90 days before submission)
- Date of revisions (If applicable)
- Depicts all aspects of the factor
- Text boxes, arrows, or other methods identify important sections
- Text boxes, arrows, or other methods briefly explain the importance to the elements

Report

Aggregated data showing evidence Stage 2 Core Meaningful Use Requirement

Does the Report include the following?

- Practice Name
- De-identified PHI
- Reporting period current within the last 12 months
- Correct time frame (5 days, 1 month, 3 months, or 12 months)
- Report is not future dated
- Displays numerator, denominator, and percent
- Text boxes, arrows, or other methods identify important headers/sections
- Text boxes, arrows, or other methods briefly explain the importance to the elements
- Matches documented process

Records or Files

Patient files or registry entries documenting action taken; data from medical records

Do the Records or Files include the following?

- Practice Name
- De-identified PHI
- Current within the last 12 months
- Text boxes, arrows, or other methods identify important sections
- Text boxes, arrows, or other methods briefly explain the importance to the elements
- Matches documented process

Materials

Information for patients or clinicians (e.g. clinical guidelines, self-management and educational resources)

Do the Materials include the following?

- Practice Name
- Visible URL, if submitting a screen shot from a website
- De-identified PHI
- Current within the last 12 months
- Text boxes, arrows, or other methods identify important sections
- Text boxes, arrows, or other methods briefly explain the importance to the elements
- Matches documented process

Does this document meet the intent of the factor?

- Yes No

If no, suggestions to meet the intent: