
NCQA PCMH 2014 Documentation Checklist

PCMH 5B MUST PASS

PCMH 5B Factor 1

Must Pass

Critical Factor

Corporate Survey

The practice:

Considers available performance information on consultants/specialists when making referral recommendations

PCMH 5B Factor 2

Must Pass

Critical Factor

Corporate Survey

The practice:

Maintains formal and informal agreements with a subset of specialists based on established criteria

PCMH 5B Factor 3

Must Pass

Critical Factor

Corporate Survey

The practice:

Maintains agreements with behavioral healthcare providers

PCMH 5B Factor 4

Must Pass

Critical Factor

Corporate Survey

The practice:

Integrates behavioral healthcare providers with the practice site

PCMH 5B Factor 5

Must Pass

Critical Factor

Corporate Survey

The practice:

Gives the consultant or specialists the clinical question, the required timing and the type of referral

PCMH 5B Factor 6

Must Pass

Critical Factor

Corporate Survey

The practice:

Gives the consultant or specialists pertinent demographic and clinical data, including test results and the current care plan

PCMH 5B Factor 7

Must Pass

Critical Factor

Corporate Survey

The practice:

Has the capacity for electronic exchange of key clinical information and provides an electronic summary of care record to another provider for more than 50 percent of referrals

PCMH 5B Factor 8

Must Pass

Critical Factor

Corporate Survey

The practice:

Tracks referrals until the consultant or specialist's report is available, flagging and following up on overdue reports

PCMH 5B Factor 9

Must Pass

Critical Factor

Corporate Survey

The practice:

Documents co-management arrangements in the patient's medical record

PCMH 5B Factor 10

Must Pass

Critical Factor

Corporate Survey

The practice:

Asks patients/families about self-referrals and requesting reports from clinicians

Documentation Required

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)

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 past 12 months

Text boxes, arrows, or other methods identify important sections

Text boxes, arrows, or other methods briefly explain the importance to the elements

Does this documentation meet the intent of the factor?

Yes No

If no, suggestions to meet the intent