



BCBSM Physician Group Incentive Program

Patient-Centered Medical Home and Patient-Centered Medical Home-Neighbor Domains of Function

Interpretive Guidelines

**2015-2016
V1.0**



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Blue Cross Blue Shield of Michigan Physician Group Incentive Program

Patient-Centered Medical Home And Patient-Centered Medical Home-Neighbor Domains of Function Interpretive Guidelines

INTRODUCTION

Blue Cross Blue Shield of Michigan's (BCBSM) Physician Group Incentive Program (PGIP) organizes Patient-Centered Medical Home (PCMH)-based infrastructure and care processes into 12 "Domains of Function" (listed in Table of Contents). Each PCMH Domain of Function has a set of required capabilities, collaboratively developed and refined annually by BCBSM and PGIP Physician Organizations (POs).

These PCMH capabilities are reported to BCBSM twice a year using the Self-Assessment Database. Any capability reported to BCBSM as "in place" must be fully in place and *in use* by all appropriate members of the practice unit team on a routine and systematic basis, and, where applicable, patients must be able to use the capability. "Clinical Practice Unit teams" should be composed of "clinicians," defined as physicians, nurse practitioners, or physician assistants (unless otherwise specified in the guidelines).

Capabilities are not necessarily listed in sequential order (except for patient-provider partnership capabilities) and may be implemented in any sequence the PO and/or practice unit feels is most suitable to their practice transformation strategy.

Note: Domains 7 and 8 are not included in this document. Domain 7 was previously used to collect evidence-based care data, and Domain 8 is used to collect self-reported electronic prescribing data.

Note regarding expansion to address role of specialists and subspecialists: PCMH-Neighbor (PCMH-N) Interpretive Guidelines (originated in June 2012):

BCBSM's PCMH program provides the foundation to build Organized Systems of Care (OSCs). These expanded PCMH-N Interpretive Guidelines support implementation of capabilities that enable specialists and sub-specialists, including behavioral health providers, to partner with primary care physicians engaged in transitioning to the patient-centered medical home model of care, and other providers, to create highly functioning systems of care.

The goals of the PCMH-N model are to:

- Support population health management in collaboration with PCPs

- Population health management uses a variety of individual, organizational and cultural interventions to help improve the morbidity patterns (i.e., the illness and injury burden) and the health care use of defined populations.
- Ensure effective communication, coordination and integration with all PCP practices, including appropriate flow of patient care information
- Provide appropriate and timely consultations and referrals that complement and advance the aims of all PCP practices
- Clearly define roles and responsibilities of primary care physicians and specialists in caring for the patient

Under the PGIP program, specialists must be **members** of one, and only one, PGIP Physician Organization. A specialist practice will be identified as a Principal Partner of another PO (a PO which the specialist is not a member of) if all of the following criteria are met:

- The patients attributed to the non-member PO account for a substantial proportion of the patients a practice serves,
- The non-member PO represents a greater share of the members who received services from the practice than the member PO,
- The practice provided services to at least 50 patients from the non-member PO,
- The non-member PO represents at least 20% of the total BCBSM members who received services from the practice

POs and OSCs are encouraged to execute Primary Care-Specialist agreements with their member and principal partner specialists (a sample template of a high-level, one page agreement is available at the BCBSM website, but providers may also develop their own agreements). When POs nominate a specialist for value-based reimbursement they must attest that there is a signed Primary Care-Specialist agreement with that specialist. (For information on the specialist nomination process for value-based reimbursement, and requirements regarding Primary Care-Specialist agreements, please check the BCBSM PGIP Collaboration site.)

Types of PCP/Specialist Clinical Interactions
Pre-consultation exchange - Expedite/prioritize care, clarify need for a referral, answer a clinical question and facilitate the diagnostic evaluation of the patient prior to specialty assessment
Formal consultation - Deal with a discrete question regarding a patient’s diagnosis, diagnostic results, procedure, treatment or prognosis with the intention that the care of the patient will be transferred back to the PCMH/PCP after one or two visits.

<p>Co-management</p> <ul style="list-style-type: none"> • <i>Co-management with shared management for the disease</i> – specialist shares long-term management with the PCP for a patient’s referred condition and provides advice, guidance and periodic follow-up for one specific condition. • <i>Co-management with principal care for the disease</i> – (referral) the specialist assumes responsibility for long-term, comprehensive management of a patient’s referred medical/surgical condition; PCP receives consultation reports and provides input on secondary referrals and quality of life/treatment decisions; PCP continues to care for all other aspects of patient care and new or other unrelated health problems and remains first contact for patient. • <i>Co-management with principal care of the patient for a consuming illness for a limited period</i> – when, for a limited time due to the nature and impact of the disease, the specialist becomes first contact for care until the crisis or treatment has stabilized or completed. PCP remains active in bi-directional information and provides input on secondary referrals and other defined areas of care.
<p>Transfer of patient to specialist - Transfer of patient to specialist for the entirety of care.</p>

Note regarding health literacy:

It is expected that health literacy will be considered across all relevant domains, and that verbal and written communications with patients will be appropriate to the specific level of understanding and needs of the individual patient.

Overview of Capabilities

		Total Capabilities Applicable for Adult Patients	Total Capabilities Applicable for Pediatric Patients	Total Capabilities
1.0	Patient-Provider Partnership	10	10	10
2.0	Patient Registry	19	18	21
3.0	Performance Reporting	14	14	16
4.0	Individual Care Management	21	21	21
5.0	Extended Access	10	10	10
6.0	Test Tracking	9	9	9
9.0	Preventive Services	9	9	9
10.0	Linkage to Community Services	8	8	8
11.0	Self-Management Support	8	8	8
12.0	Patient Web Portal	13	13	13
13.0	Coordination of Care	12	12	12
14.0	Specialist Referral Process	11	11	11
	TOTAL	144	143	148

PCMH Domain		Considered Less Relevant to Specialists (but specialists who implement will get credit)	Site Visit Requirements	Predicate Logic
1.0 Patient-Provider Partnership				
Capability 1.1	Communication tools developed		Demonstration (Demo)	
Capability 1.2	Process underway		Demo	
Capability 1.3	Completed for 10% of patients		Demo & current reports	1.1
Capability 1.4-1.8	Completed for 30-90% of patients	✓	Demo & current reports	All Prior
Capability 1.9	Patients informed that health information may be shared with care partners		Demo	
Capability 1.10	Establish process for repeating patient-provider partnership discussion		Demo	
2.0 Patient Registry				
Capability 2.1	Pt registry for diabetes or condition relevant to specialty		Demo & current reports	
Capability 2.2	Info on health care services at other sites		Demo & current reports	
Capability 2.3	Evidence-based care guidelines		Demo & current reports	
Capability 2.4	Point of care		Demo & current reports	
Capability 2.5	Attributed practitioner		Demo & current reports	
Capability 2.6	Gaps in care alerts to patients		Demo & current reports	
Capability 2.7	Gaps in care flags for all patients		Demo & current reports	
Capability 2.8	Patient demographics and clinical parameters		Demo & current reports	
Capability 2.9	Electronic		Demo & current reports	2.2
Capability 2.10	Asthma		Demo & current reports	
Capability 2.11	CAD (adult pts)		Demo & current reports	
Capability 2.12	CHF (adult pts)		Demo & current reports	
Capability 2.13	2 other chronic conditions		Demo & current reports	
Capability 2.14	Preventive services	✓	Demo & current reports	
Capability 2.15	Assigned patients	✓	Demo & current reports	
Capability 2.16	CKD		Demo & current reports	
Capability 2.17	Pediatric obesity (peds pts)		Demo & current reports	
Capability 2.18	Pediatric ADHD (peds pts)		Demo & current reports	
Capability 2.19	Care manager identified		Demo	
Capability 2.20	Advanced Patient Information		Demo	
Capability 2.21	Additional Advanced Patient Information		Demo	
3.0 Performance Reporting				
Capability 3.1	Diabetes		Demo & current reports	
Capability 3.2	PO/sub-PO, practice unit, and individual provider level		Demo & current reports	

PCMH Domain		Considered Less Relevant to Specialists (but specialists who implement will get credit)	Site Visit Requirements	Predicate Logic
Capability 3.3	2 other chronic conditions		Demo & current reports	
Capability 3.4	Data validated		Demo & current reports	
Capability 3.5	Trend reports		Demo & current reports	
Capability 3.6	Pediatric obesity		Demo & current reports	
Capability 3.7	All current patients	✓	Demo & current reports	
Capability 3.8	Reports on health care services at other sites		Demo & current reports	
Capability 3.9	Specialists		Demo & current reports	
Capability 3.10	Asthma		Demo & current reports	
Capability 3.11	CAD		Demo & current reports	
Capability 3.12	CHF		Demo & current reports	
Capability 3.13	Pediatric ADHD		Demo & current reports	
Capability 3.14	Reports include care manager activity		Demo & current reports	
Capability 3.15	Quality metrics reported to external entities		Demo & current reports	
Capability 3.16	Track Choosing Wisely recommendations		Demo & current reports	
4.0 Individual Care Management				
Capability 4.1	PCMH training		Demo & Documentation	
Capability 4.2	Integrated team of multi-disciplinary providers		Demo	
Capability 4.3	Evidence-based care guidelines in use at point of care		Demo	
Capability 4.4	Patient satisfaction/office efficiency measured		Documentation of aggregated survey results	
Capability 4.5	Action plan and self-management goal-setting		Demo	
Capability 4.6	Appointment tracking and reminders – one chronic condition		Demo	
Capability 4.7	Follow-up for needed services – one chronic condition		Demo	
Capability 4.8	Planned visits – one chronic condition		Demo & Documentation	
Capability 4.9	Group visit		Documentation	
Capability 4.10	Medication review and management		Demo	
Capability 4.11	Action plan development and self-management goal-setting - all chronic conditions or other complex health care needs		Demo	4.5
Capability 4.12	Appointment tracking and reminders - all patients		Demo	4.6
Capability 4.13	Follow-up for needed services – all patients		Demo	4.7
Capability 4.14	Planned visits – all chronic conditions		Demo and	4.8

PCMH Domain		Considered Less Relevant to Specialists (but specialists who implement will get credit)	Site Visit Requirements	Predicate Logic
			Documentation	
Capability 4.15	Group visit option - all chronic conditions		Documentation	4.9
Capability 4.16	Advance care planning		Demo & Documentation	
Capability 4.17	Survivorship Plan		Demo & Documentation	
Capability 4.18	Palliative Care		Demo & Documentation	
Capability 4.19	Identify candidates for care management		Demo & Documentation	
Capability 4.20	Inform patients about care management services		Demo	
Capability 4.21	Conduct regular case reviews		Demo	4.2
5.0 Extended Access				
Capability 5.1	24-hour access to a clinical decision-maker by phone with feedback loop within 24 hours		Demo	
Capability 5.2	Clinical decision-maker has access to EMR or registry info during phone call		Demo	5.1
Capability 5.3	Access to non-ED after-hours provider for urgent care needs during at least 8 after-hours per week, with feedback loop		Demo	
Capability 5.4	All patients fully informed about after-hours care availability		Demo	
Capability 5.5	Access to non-ED after-hours provider for urgent care needs during at least 12 after-hours per week, with feedback loop		Demo	5.3
Capability 5.6	After-hours provider has access to EMR or patient's registry record during the visit		Demo	
Capability 5.7	Advanced access scheduling for at least 30% of appointments (tiered access for specialists)		Demo & Documentation	
Capability 5.8	Advanced access scheduling for at least 50% of appointments	✓	Demo & Documentation	5.7
Capability 5.9	Practice unit has telephonic or other access to interpreters for all languages common to practice's established patients		Demo	
Capability 5.10	Patient education materials available in languages common to practice's established patients		Demo	
6.0 Test Results Tracking & Follow-Up				
Capability 6.1	Process/procedure documented		Demo & Documentation	
Capability 6.2	Ensure patients receive needed tests and practice obtains results		Demo & Documentation	

PCMH Domain		Considered Less Relevant to Specialists (but specialists who implement will get credit)	Site Visit Requirements	Predicate Logic
Capability 6.3	Patient contact details are kept up to date		Demo & Documentation	
Capability 6.4	Mechanism for patients to obtain information about normal tests		Demo	
Capability 6.5	Systematic approach to inform patients about abnormal test results		Demo	
Capability 6.6	Patients with abnormal results receive recommended follow-up care		Demo & Documentation	6.5
Capability 6.7	All test tracking steps documented		Demo	
Capability 6.8	All clinicians and appropriate office staff trained		Demo & Documentation	
Capability 6.9	Computerized order entry integrated with automated test tracking system		Demo	
9.0 Preventive services				
Capability 9.1	Primary prevention program		Demo	
Capability 9.2	Systematic approach to providing primary preventive services		Demo	
Capability 9.3	Outreach regarding ongoing well care visits and screenings		Demo	
Capability 9.4	Process in place to inquire and incorporate information about patient's outside health encounters		Demo	
Capability 9.5	Provision of tobacco use assessment tools and smoking cessation advice		Demo	
Capability 9.6	Written standing order protocols for preventive services without examination by a clinician		Demo & Documentation	
Capability 9.7	Secondary prevention program		Demo	
Capability 9.8	Staff training		Demo	
Capability 9.9	Planned visits for preventive services		Demo & Documentation	
10.0 Linkage to Community Services				
Capability 10.1	Comprehensive review		Demo	
Capability 10.2	PO maintains a community resource database		Demo	
Capability 10.3	Collaborative relationships with appropriate community-based agencies and organizations		Demo	
Capability 10.4	Staff training		Demo	
Capability 10.5	Systematic approach for educating all patients about community resources and assessing/discussing need for referral		Demo	
Capability 10.6	Systematic approach for referring patients to		Demo	

PCMH Domain		Considered Less Relevant to Specialists (but specialists who implement will get credit)	Site Visit Requirements	Predicate Logic
	community resources			
Capability 10.7	Systematic approach for tracking referrals of high-risk patients		Demo	
Capability 10.8	Systematic approach for conducting follow-up with high-risk patients		Demo	10.7
11.0 Self-Management Support				
Capability 11.1	Member of clinical care team or PO educated about and familiar with self-management support concepts and techniques		Demo & Documentation	
Capability 11.2	Self-management support – initial chronic condition		Demo	11.1
Capability 11.3	Follow-up to discuss action plans and goals and provide supportive reminders – initial chronic condition		Demo	11.1
Capability 11.4	Regular patient experience/satisfaction surveys of patients engaged in self-management support		Documentation of aggregated survey results	11.1, 11.2
Capability 11.5	Self-management support – all chronic conditions		Demo	11.1, 11.2
Capability 11.6	Follow-up to discuss action plans and goals and provide supportive reminders – all chronic conditions		Demo	11.1, 11.3
Capability 11.7	Self-management goal-setting - all patients		Demo	
Capability 11.8	One member of PO or practice unit is formally trained and regularly works with appropriate staff members		Demo & Documentation	
12.0 Patient Web Portal				
Capability 12.1	Available vendor options have been evaluated		Demo	
Capability 12.2	Liability and safety issues assessed		Demo	
Capability 12.3	Electronic appointment scheduling		Demo & documentation of recent (within past 3 months) active patient use (e.g., print-outs)	12.1, 12.2
Capability 12.4	Patients can log results of self-administered tests		Same as 12.3	12.1, 12.2
Capability 12.5	Automatic alerts for self-reported patient data that indicates a potential health issue		Same as 12.3	12.1, 12.2
Capability 12.6	E-visits		Same as 12.3	12.1, 12.2
Capability 12.7	Using patient portal to send automated care reminders, other info		Same as 12.3	12.1, 12.2
Capability 12.8	Capability for patient to create personal health		Same as 12.3	12.1, 12.2

PCMH Domain		Considered Less Relevant to Specialists (but specialists who implement will get credit)	Site Visit Requirements	Predicate Logic
	record			
Capability 12.9	Ability for patients to review test results electronically		Same as 12.3	12.1, 12.2
Capability 12.10	Ability for patients to request prescription renewals electronically		Same as 12.3	12.1, 12.2
Capability 12.11	Ability for patients to graph and analyze results of self-administered tests		Same as 12.3	12.1, 12.2
Capability 12.12	Ability for patients to view registries, electronic medical records online		Same as 12.3	12.1, 12.2
Capability 12.13	Ability to schedule appointments electronically		Same as 12.3	12.1, 12.2
13.0 Coordination of Care				
Capability 13.1	Notified of each patient admit and discharge - initial chronic condition		Demo	
Capability 13.2	Process for exchanging medical records – initial chronic condition		Demo	
Capability 13.3	Systematically track care coordination – initial chronic condition		Demo	
Capability 13.4	Flags for time-sensitive health issue – initial chronic condition		Demo	
Capability 13.5	Written transition plans for patients leaving the practice - initial chronic condition		Demo and Documentation	
Capability 13.6	Coordinate care with payer case manager		Demo	
Capability 13.7	Written procedures, team members trained		Demo & Documentation	
Capability 13.8	Capabilities 13.1-13.7 extended to all chronic conditions		Demo & Documentation	13.1 – 13.7
Capability 13.9	Capabilities 13.1-13.7 extended to all patients		Demo & Documentation	13.1 – 13.8
Capability 13.10	Discharge follow-up		Demo	
Capability 13.11	ADT Participant		Demo	
Capability 13.12	Actively participating in MI ADT Med Rec Use Case		Demo & Documentation	
14.0 Specialist Referral Process				
Capability 14.1	Documented procedures for preferred/high-volume specialists		Demo & Documentation	
Capability 14.2	Documented procedures for other key providers		Demo & Documentation	
Capability 14.3	Directory maintained		Demo	
Capability 14.4	Specialist referral materials		Demo	
Capability 14.5	Makes specialist appointments on behalf of patients		Demo	

PCMH Domain		Considered Less Relevant to Specialists (but specialists who implement will get credit)	Site Visit Requirements	Predicate Logic
Capability 14.6	Electronically-based tools and processes		Demo	
Capability 14.7	Process to monitor and confirm referrals and follow-up took place		Demo	
Capability 14.8	Staff trained		Demo & Documentation	
Capability 14.9	Practice unit regularly evaluates patient satisfaction		Documentation of aggregated survey results	
Capability 14.10	Phys-to-phys pre-referral communication		Demo & Documentation	
Capability 14.11	Specialist follows-up with PCP for self-referred patients		Demo	

Note: Electronic prescribing is not a PCMH domain, but is included in the capability counts for PCMH Designation, and so it is part of the site visit review process. You may be asked to share information related to your electronic prescribing system.

1.0 Patient-Provider Partnership

Goal: Build provider care team and patient awareness of, and active engagement with, the PCMH model, clearly define provider and patient responsibilities, and strengthen the provider-patient relationship.

All capabilities and guidelines are applicable to PCPs for all current patients (regardless of insurance coverage). “Current” patients for PCPs are defined as patients who the practice unit considers to be active in the practice (e.g., practices may define “current” as seen within the past 12 months or 24 months)

Capabilities 1.1-1.3 and 1.9 are applicable to specialists. For specialists, there are two ways to implement the patient-provider partnership capabilities: 1) specialist has patient-provider partnership discussion with “current” patients with whom the specialist has an ongoing treating relationship, which is defined as “having primary responsibility or co-management responsibility with PCP for patients with an established chronic condition”; 2) specialist has patient-provider partnership discussion with all patients at the onset of treatment.

1.1

Practice unit has developed PCMH-related patient communication tools, has trained staff, and is prepared to implement patient-provider partnership with each current patient, which may consist of a signed agreement or other documented patient communication process to establish patient-provider partnership

PCP and Specialist Guidelines:

- a. Patient communication process must include a conversation between the patient and a member of the clinical practice unit team. In extenuating circumstances, well-trained Medical Assistants who are highly engaged with patient care may be considered a member of the clinical practice unit team.
- b. The patient-provider partnership must only be established one time per patient.
- c. Documentation may consist of note in medical record, sticker placed on front of the chart, indicator in patient registry, patient log, or similar system that can be used to identify the percent of patients with whom the partnership has been discussed.
- d. Documents and patient education tools are developed that explain PCMH concepts and outline patient and provider roles and responsibilities.
- e. Practice unit team members and all appropriate staff are educated/trained on patient-provider partnership concepts and patient communication processes
- f. Process has been established for patients to receive PCMH information, and for practitioner to have conversation with patients about PCMH patient-provider partnership.
- g. Mechanism and process has been developed to document establishment of patient-provider partnership in medical record or patient registry.

1.2

Process of reaching out to current patients is underway, and practice unit is using a systematic approach to inform patients about PCMH

PCP Guidelines:

- a. Outreach process must include patients who do not visit the practice regularly
- b. Examples of outreach include discussion at the time of visit, mailings, emails, telephone outreach, or other electronic means
 - i. Mass mailings do not meet the requirements for 1.3 through 1.8
 - ii. Outreach materials should explain the PCMH concept and patient-provider partnership
 - iii. For any reference to a practice having “BCBSM Designation status” please reference BCBSM’s recommended language for communications to patients from PCMH- Designated practices
- c. For those patients who do not come into the practice regularly, outreach must consist of distribution of targeted material that the patient receives personally, either via mail, email, telephone, or patient portal.
 - i. Postings on websites do not meet the intent of this capability

Specialist Guidelines:

- i. Examples of outreach include discussion at the time of visit, mailings, emails, telephone outreach, or other electronic means. Mass mailings do not meet the requirements for 1.3. Outreach materials should explain the PCMH concept and patient-provider partnership, and the roles and responsibilities of the specialist provider, the PCP, and the patient.

1.3

Patient-provider agreement or other documented patient communication process is implemented and documented for at least 10% of current patients

PCP Guidelines:

- a. Establishment of patient-provider partnership must include conversation between patient and a member of the practice unit clinical team
 - ii. In extenuating circumstances, well-trained Medical Assistants who are highly engaged with patient care may be considered a member of the clinical practice unit team.
Conversation should preferably take place in person, but may take place over phone in extenuating circumstances, for a limited number of patients
 - iii. Other team members may begin the conversation, or follow-up after physician conversation with more detailed discussion/information, but a clinical team member must participate in at least part of the patient-provider partnership conversation
- b. Conversation may be documented in medical record, patient registry, or other type of list.
- c. Practice must also have mechanism to track percent of patients that have established partnership, and be able to provide data during site visit showing denominator (total number of “current” patients in the practice) and numerator (total number of patients in the denominator with whom conversations have been held and partnerships established at any point in the past).

Specialist Guidelines:

- a. Evidence must be provided that patient-provider partnership conversations are occurring with, at a minimum, those patients for whom the specialist has primary responsibility or co-management responsibility with PCP
 - i. It is not necessary to maintain a list for purposes of quantifying the percentage of patients engaged in patient-provider partnership conversations
- b. Establishment of patient-provider partnership must include conversation between patient and a member of the practice unit clinical team
 - i. In extenuating circumstances, well-trained Medical Assistants who are highly engaged with patient care may be considered a member of the clinical practice unit team.
 - ii. Conversation should preferably take place in person, but may take place over phone in extenuating circumstances, for a limited number of patients
 - iii. Other team members may begin the conversation, or follow-up after physician conversation with more detailed discussion/information, but a clinical team member must participate in at least part of the patient-provider partnership conversation
- c. Conversation may be documented in medical record, patient registry, or other type of list

1.4

Patient-provider agreement or other documented patient communication process is implemented and documented for at least 30% of current patients

PCP Guidelines:

- a. Reference 1.3

1.5

Patient-provider agreement or other documented patient communication process is implemented and documented for at least 50% of current patients

PCP Guidelines:

- a. Reference 1.3

1.6

Patient-provider agreement or other documented patient communication process is implemented and documented for at least 60% of current patients

PCP Guidelines:

- a. Reference 1.3

1.7

Patient-provider agreement or other documented patient communication process is implemented and documented for at least 80% of current patients

PCP Guidelines:

- a. Reference 1.3

1.8

Patient-provider agreement or other documented patient communication process is implemented and documented for at least 90% of current patients

PCP Guidelines:

- a. Reference 1.3

1.9

Providers ensure that patients are aware that as part of comprehensive, quality care and to support population management, health care information is shared among care partners as necessary.

PCP and Specialist Guidelines:

- a. Providers ensure that patients are aware and clearly understand that in the course of providing care, providers will share patient information with other providers who are involved in the patient's care, as appropriate. The data-sharing may be through provision of written medical information or through electronic sharing of information (for example, electronic transmission of information about admits, discharges and transfers from/to hospital-based care settings).
- b. Language regarding the sharing of health information with other providers can be added to the patient-provider partnership documentation, or it may be incorporated into the practice's existing HIPAA documentation, such as a "notice of privacy practices", in order to fulfill the requirement to inform patients.

1.10

Providers have an established process for repeating Patient-Provider Partnership discussion

PCP and Specialist Guidelines:

- a. Providers have an established process for repeating Patient-Provider Partnership discussion, particularly with non-compliant patients and patients with significant change in health status
- b. Providers track date of Patient-Provider Partnership discussion and repeat discussion at least every 2-3 years

2.0 Patient Registry

Goal: Enable providers to manage their patients both at the population level and at point of care through use of a comprehensive patient registry.

Applicable to PCPs; and to specialists for the patients for whom they have primary or co-management responsibility (regardless of insurance coverage and including Medicare patients).

For all Patient Registry capabilities except 2.9, registry may be paper or electronic. A fully electronic registry may be the last capability to be implemented.

Nine of the Patient Registry capabilities identify the population of patients included in the registry (2.1, 2.10, 2.11, 2.12, 2.13, 2.15, 2.16, 2.17, and 2.18). The other twelve Patient Registry

capabilities pertain to registry functionality (2.2, 2.3, 2.4, 2.5, 2.6., 2.7, 2.8, 2.9, 2.14, 2.19, 2.20, and 2.21). All capabilities pertaining to functionality that are marked as in place must be in place for each population of patients marked as “included” in the registry.

2.1

A paper or electronic all-payer registry is being used to manage all established patients in the Practice Unit with: Diabetes

(For specialists, relevant patient population selected for initial focus and not addressed in other 2.0 capabilities)

PCP Guidelines:

- a. “Active use” is defined as using the key content of the registry to conduct outreach and proactively manage the patient population
 - i. Generating patient lists that are not being actively used to manage the patient population does not meet the intent of this capability
- b. A patient registry is a database that enables population-level management in addition to generating point of care information, and allows providers to view patterns of care and gaps in care across their patient population. A registry contains several dimensions of clinical data on patients to enable providers to manage their population of patients.
- c. Relevant clinical information that is the focus of attention in generally accepted guidelines, and is incorporated in common quality measures pertinent to the chronic illness, must be incorporated in the registry (i.e., physiologic parameters, lab results, medication use, physical findings, and patient behaviors such as peak flow meter use or daily salt intake).
- d. Registry data must be in the form of data fields that are accessible for tabulation and population management.
- e. Registry must include all established patients with the disease referenced in the capability, regardless of insurance coverage (including Medicare patients)
- f. Patients assigned by managed care organizations do not have to be included in registry if they are not established patients (reference 2.15).
- g. Patient information may be entered by the practice, populated from EMR or other electronic or manual sources, or populated with payer-provided data
 - i. Registry must include data pertinent to the clinical performance measures contained in the EBCR (e.g., BCBSM-provided data or similar data from other sources)
- h. Registry may initially be a component of EMR for basic-level functioning, as long as the practice or the PO has the capability to use the EMR to generate routine population-level performance reports and reports on subsets of patients requiring active management.
 - i. Subsets of patients requiring active management refers to those patients with particular chronic illness management needs including but not limited to those who have physiologic parameters out of control, or who have not received specified, essential services
- i. Reference AAFP article for additional information on creating a registry:
<http://www.aafp.org/fpm/20060400/47usin.html>

Specialist Guidelines:

- a. Active use is defined as using the key content of the registry to conduct outreach and proactively manage the patient population

- i Generating patient lists that are not being actively used to manage the patient population does not meet the intent of this capability
- b. A patient registry is a database that enables population-level management in addition to generating point of care information, and allows providers to view patterns of care and gaps in care across their patient population. A registry contains several dimensions of clinical data on patients to enable providers to manage and improve the health of their population of patients.
- c. Relevant clinical information that is the focus of attention in generally accepted guidelines and is incorporated in common quality measures pertinent to the patient population must be incorporated in the registry (e.g., physiologic parameters, lab results, medication use, physical findings, and patient behaviors such as peak flow meter use or daily salt intake).
- d. Registry data must be in the form of data fields that are accessible for tabulation and population management.
- e. Registry must include all established patients for which the specialist has ongoing primary or co-management responsibility with the condition referenced in the capability, regardless of insurance coverage (including Medicare patients)
 - i For ER physicians, a registry that tracks frequent ER users, or patients with drug-seeking behavior, may qualify
- f. Patients assigned by managed care organizations do not have to be included in registry if they are not established patients (reference 2.15).
- g. Patient information may be entered by the practice, populated from EMR or other electronic or manual sources, or populated with payer-provided data
 - i Registry must include data pertinent to key clinical performance measures (e.g., BCBSM-provided data or similar data from other sources)
- h. Registry may initially be a component of EMR for basic-level functioning, as long as the practice or the PO has the capability to use the EMR to generate routine population-level performance reports and reports on subsets of patients requiring active management.
 - i Subsets of patients requiring active management refers to those patients with particular management needs including but not limited to those who have physiologic parameters out of control or who have not received specified, essential services
 - ii For example, for behavioral health providers, i.e., psychologists and psychiatrists, common relevant conditions would be depression and anxiety
- i. Reference AAFP article for additional information on creating a registry:
<http://www.aafp.org/fpm/20060400/47usin.html>

2.2

Registry incorporates patient clinical information, for all established patients in the registry, for a substantial majority of health care services received at other sites that are necessary to manage the population

PCP Guidelines:

- a. Registry may be paper or electronic
- b. “All patients in the registry” may consist, for example, of diabetes patients only, if practice unit has only implemented capability 2.1.
- c. The registry is not expected to contain clinical information on all health care services received at any site for 100% of patients in the registry, but is expected to contain a critical

- mass of information from various sources, including the PO's or practice unit's own practice management system, and electronic or other records from facilities with which the PO or practice unit is affiliated
- d. Other sites and service types are defined as labs, inpatient admissions, ER, UCC, and pharmaceuticals (with dates and diagnoses where applicable).
 - e. The definition of "substantial majority of health care services" is three-quarters of **preventive and chronic** condition management services rendered to patients.
 - f. If registry is paper, information may be extracted from records and recorded in registry manually, and must be in the form of an accessible data field for population level management of patients

Specialist Guidelines:

- a. Registry may be paper or electronic
- b. "All patients in the registry" may consist of patients relevant to the specialty type, if practice unit has only implemented capability 2.1.
- c. The registry is not expected to contain clinical information on all health care services received at any site for 100% of patients in the registry, but is expected to contain a critical mass of information from various relevant sources, including the PO's or practice unit's own practice management system, and electronic or other records from facilities with which the PO or practice unit is affiliated
- d. Other sites and service types are defined as labs, inpatient admissions, ER, urgent care and pharmaceuticals (with dates and diagnoses where applicable), when relevant to the condition being managed by the specialist,
- e. The definition of "substantial majority of health care services" is three-quarters of relevant services rendered to patients.
- f. If registry is paper, information may be extracted from records and recorded in registry manually, and must be in the form of an accessible data field for population level management of patients

2.3

Registry incorporates evidence-based care guidelines

PCP and Specialist Guidelines:

- a. Registry functionality may be paper or electronic.
- b. Guidelines should be drawn from recognized, validated sources at the state or national level (e.g., MQIC Guidelines, USPSTF).
- c. Determination of which evidence-based care guidelines to use should be based on judgment of practice leaders.

2.4

Registry information is available and in use by the Practice Unit team at the point of care

PCP and Specialist Guidelines:

- a. Registry functionality may be paper or electronic.
- b. Practice unit has and is fully using the capability to generate up-to-date, integrated individual patient reports at the point of care to be used during the visit.

- c. EMR would meet the requirements of this capability provided it contains evidence-based guidelines, and relevant information is identified and imported into screens or reports that facilitate easy access to all relevant data elements particular to the conditions under management, for the purpose of guiding point of care services.

2.5

Registry contains information on the individual practitioner for every patient currently in the registry who is an established patient in the practice unit

PCP Guidelines:

- a. Registry may be paper or electronic
- b. The individual practitioner responsible for the care of each patient is identified in the registry
 - i. Occasional gaps in information about some patients' individual attributed practitioner due to changes in medical personnel are acceptable

Specialist Guidelines:

- c. Registry may be paper or electronic
- d. The individual practitioner responsible for the care of each patient is identified in the registry
 - i. Registry should contain information on both specialist and patient's primary care physician
 - ii. Exceptions may granted when patient does not want to identify provider, e.g., behavioral health providers
 - ii. Occasional gaps in information about some patients' individual attributed practitioner due to changes in medical personnel are acceptable

2.6

Registry is being used to generate routine, systematic communication to patients regarding gaps in care

PCP and Specialist Guidelines:

- a. Registry may be paper or electronic.
- b. Communications may be manual, provided there is a systematic process in place and in use for generation of regular and timely communications to patients.
- c. Communications may be sent to patients via email, fax, regular mail, text messaging, or phone messaging.

2.7

Registry is being used to flag gaps in care for every patient currently in the registry

PCP and Specialist Guidelines:

- a. Registry may be paper or electronic.
- b. Registry must have capability to identify all patients with gaps in care based on evidence-based guidelines incorporated in the registry.

- c. EMR would meet the requirements of this capability if it can be used to produce population level information on gaps in care for chronic condition patients.

2.8

Registry incorporates information on patient demographics for all patients currently in the registry

PCP and Specialist Guidelines:

- a. Registry may be paper or electronic.
- b. Registry contains basic patient demographics, including name, gender, date of birth.

2.9

Registry is fully electronic, comprehensive and integrated, with analytic capabilities

PCP and Specialist Guidelines:

- a. Practice unit must have capability 2.2 in place in order to receive credit for 2.9
- b. All data entities must flow electronically into the registry
- c. Data is housed electronically
- d. Linkages to other sources of information (as defined in 2.2) are electronic for all facilities and other health care providers with whom the practice unit regularly shares responsibility for health care.
- e. Registry has population-level database and capability to electronically produce comprehensive analytic integrated reports that facilitate management of the entire population of the Practice Unit's patients.

2.10

Registry is being used to manage all patients with: Persistent Asthma

PCP and Specialist Guidelines:

- a. Reference 2.1(a)-(g).

2.11

Registry is being used to manage all patients with Coronary Artery Disease (CAD)

PCP and Specialist Guidelines:

- b. Reference 2.1(a)-(g).

2.12

Registry is being used to manage all patients with: Congestive Heart Failure (CHF)

PCP and Specialist Guidelines:

- a. Reference 2.1(a)-(g).

2.13

Registry includes at least 2 other conditions

PCP Guidelines:

- a. Reference 2.1(a)-(g).
- b. Registry includes at least 2 other **chronic conditions not addressed in other 2.0 capabilities** for which there are evidence-based guidelines and the need for ongoing population and patient management, and which are sufficiently prevalent in the practice to warrant inclusion in the registry based on the judgment of the practice leaders
 - i. Examples of other chronic conditions include (but are not limited to) depression or sickle cell anemia

Specialist Guidelines:

- a. Reference 2.1(a)-(g).
- b. Registry is being used to manage all patients with at least 2 other conditions relevant to the specialist's practice for which there are evidence-based guidelines and the need for ongoing population and patient management, and which are sufficiently prevalent in the practice to warrant inclusion in the registry based on the judgment of the practice leaders

2.14

Registry incorporates preventive services guidelines and is being used to generate routine, systematic communication to all patients in the practice regarding needed preventive services

PCP Guidelines:

- a. Reference 2.1(a)-(g).
- b. Registry must include all current patients in the practice, including well patients, regardless of insurance coverage and including Medicare patients
- c. Preventive services guidelines must be drawn from a recognized state or national source, such as USPSTF, CDC, or national guidelines that address standard primary and secondary preventive services (i.e., mammograms, cervical cancer screenings, colorectal screening, immunizations, well-child visits, well-adolescent visits, and well-adult visits).

2.15

Registry incorporates patients who are assigned by managed care plans and are not established patients in the practice

PCP Guidelines:

- a. Patients assigned by managed care plans who are not established patients must be included in the registry, and active outreach conducted to engage them as established patients

2.16

Registry is being used to manage all patients with: Chronic Kidney Disease

PCP and Specialist Guidelines:

- a. Reference 2.1(a)-(g).

2.17

Registry is being used to manage all patients with: Pediatric Obesity

PCP and Specialist Guidelines:

- a. Reference 2.1(a)-(g).

2.18

Registry is being used to manage all patients with: Pediatric ADD/ADHD

PCP and Specialist Guidelines:

- a. Reference 2.1(a)-(g).

2.19

Registry contains information identifying the individual care manager for every patient currently in the registry who has an assigned care manager

PCP and Specialist Guidelines:

- a. Registry may be paper or electronic
- b. Registry includes name of the care manager for each patient with an assigned care manager
- c. Where a patient has more than one care manager, registry must identify which care manager is the lead care manager

2.20

Registry contains advanced patient information that will allow the practice to identify and address disparities in care

PCP and Specialist Guidelines:

- a. Registry may be paper or electronic.
 - i. Registry contains advanced patient demographics to enable practices to identify vulnerable patient populations, including race and ethnicity, and also including data elements such as:
 1. primary/preferred language
 2. measures of social support (e.g., caretaker for disability, family network)
 3. disability status
 4. health literacy limitations
 5. type of payer (e.g., uninsured, Medicaid)
 6. relevant behavioral health information (e.g., date of depression screening and result)

2.21

Registry contains additional advanced patient information that will allow the practice to identify and address disparities in care

PCP and Specialist Guidelines:

- b. Registry may be paper or electronic.
 - ii. Registry contains advanced patient demographics to enable them to identify vulnerable patient populations, including:
 1. gender identity
 2. sexual orientation

3.0 Performance Reporting

Goal: Generate reports enabling POs and providers to monitor their population level performance over time, close gaps in care, and improve patient outcomes.

Applicable to PCPs; and to specialists for the patients for whom they have primary or co-management responsibility regardless of insurance coverage and including Medicare patients.

Seven of the Performance Reporting capabilities identify the population(s) of patients included in the reports (3.1, 3.3, 3.6, 3.10, 3.11, 3.12, and 3.13). The other Performance Reporting capabilities pertain to report attributes (3.2, 3.4, 3.5, 3.7, 3.8, 3.9, 3.14, 3.15, and 3.16). All capabilities pertaining to report attributes that are marked as in place must be in place for each population of patients marked as included in the reports.

3.1

Performance reports that allow tracking and comparison of results at a specific point in time across the population of patients are generated for: Diabetes (or, for specialists, relevant patient population selected for initial focus and not addressed in other 3.0 capabilities)

PCP Guidelines:

- a. Performance reports are systematic, routine, aggregate-level reports that provide current, clinically meaningful health care information on the entire population of patients of all ages that are included in the registry (e.g., all diabetics, regardless of payor and including Medicare patients), allowing comparison across the population of patients, at a single point in time.
- b. The performance reports must be actively analyzed and used in self-assessment of provider performance
- c. The reports must contain several dimensions of clinical data on patients to enable providers to manage their population of patients. Relevant clinical information that is the focus of attention in established, generally accepted guidelines, and is incorporated in common quality measures pertinent to the chronic illness, must be incorporated in the reports (i.e., physiologic parameters, lab results, medication use, physical findings, and patient behaviors such as peak flow meter use or daily salt intake)
- d. It is acceptable for the performance reports to be produced and distributed on a regular basis by the PO or sub-PO, as long as the practice units have the capability to request and receive reports on a timely basis.

Specialist Guidelines:

- a. Performance reports are systematic, routine, aggregate-level reports that provide current, clinically meaningful health care information on the population of patients that are included

in the relevant registry, allowing comparison of a population of patients at a single point in time

- i The registry may be a population registry, or a clinical registry, such as the ones surgical specialties use to track and address complications
- b. The performance reports must be actively analyzed and used in self-assessment of provider performance
- c. The reports must contain several dimensions of clinical data on patients to enable providers to manage their population of patients. Relevant clinical information that is the focus of attention in established, generally accepted guidelines, and is incorporated in common quality measures pertinent to the chronic illness, must be incorporated in the reports (i.e., physiologic parameters, lab results, medication use, physical findings, and patient behaviors such as peak flow meter use or daily salt intake)
- d. It is acceptable for the performance reports to be produced and distributed on a regular basis by the PO or sub-PO, as long as the practice units have the capability to request and receive reports on a timely basis.

3.2

Performance reports are generated at the population level, Practice Unit, and individual provider level

PCP Guidelines:

- a. Population level optimally consists of PO and/or sub-PO population, but alternatively, as the PO works toward implementing registry capabilities across all practice units, the population level report may be based on a meaningful subset of relevant aggregated practice unit performance
- b. Performance reports provide information and allow comparison at the population, practice unit, and individual provider level for all patients currently in the registry, regardless of insurance coverage and including Medicare patients

Specialist Guidelines:

- a. Population level optimally consists of PO and/or sub-PO population, but alternatively, as the PO works toward implementing registry capabilities across all practice units, the population level report may be based on a meaningful subset of relevant aggregated practice unit performance
- b. Performance reports provide information and allow comparison at the population, practice unit, and individual provider level where feasible (i.e., PO has multiple specialist practices of same type) for all patients currently in the registry, regardless of insurance coverage and including Medicare patients

3.3

Performance reports include at least 2 other conditions

PCP and Specialist Guidelines:

- a. Reference 2.13
- b. Performance reports are being generated for at least 2 other **chronic conditions** (or for specialists, 2 other conditions relevant to the specialist's practice) not addressed in other 3.0 capabilities for which there are evidence-based guidelines and the need for ongoing

population and patient management, and which are sufficiently prevalent in the practice to warrant inclusion in the registry based on the judgment of the practice leaders (regardless of insurance coverage and including Medicare patients).

3.4

Data contained in performance reports has been fully validated and reconciled to ensure accuracy

PCP and Specialist Guidelines:

- a. The practice and PO have process to ensure that data in the registry are representative of the data in the patient's medical record
 - i For example, where a test result is needed for management, evidence of the test being ordered should not be used as evidence that test was conducted, absent a test result report being received and entered in the record.

3.5

Trend reports are generated, enabling physicians and their POs/sub-POs to track, compare and manage performance results for their population of patients over time

PCP Guidelines:

- b. Performance reports include both current and past health care information for the population of patients currently in the registry (regardless of insurance coverage and including Medicare patients), allowing analysis and comparison of results across time (e.g., quarter to quarter, year to year).
- c. Trend reports must be generated by the PO/sub-PO at the individual provider, practice unit, and population level
- d. Population level optimally consists of PO and/or sub-PO population, but alternatively, as the PO works towards implementing registry capabilities across all practice units, the population level report may be based on a meaningful subset of relevant aggregated practice unit performance

Specialist Guidelines:

- a. Performance reports include both current and past health care information for the population of patients currently in the registry (regardless of insurance coverage and including Medicare patients), allowing analysis and comparison of results across time (e.g., quarter to quarter, year to year).
- e. Population level optimally consists of PO and/or sub-PO population where feasible (i.e., PO has multiple specialist practices of same type) but alternatively, as the PO works towards implementing registry capabilities across all practice units, the population level report may be based on a meaningful subset of relevant aggregated practice unit performance

3.6

Performance reports are generated for the population of patients with: Pediatric Obesity

PCP and Specialist Guidelines:

- a. Reference 3.1.

3.7

Performance reports include all current patients in the practice, including well patients, and include data on preventive services

PCP Guidelines:

- a. Performance reports include all current patients in the practice, including well patients, as defined in 2.14 and 3.1
- b. Reports include preventive services information

3.8

Performance reports include patient clinical information for a substantial majority of health care services received at other sites that are necessary to manage the patient population

PCP and Specialist Guidelines:

- a. Reference guidelines for Capability 2.2
- b. For all established patients in the registry, the performance reports are expected to include treatment information pertinent to standard quality metrics (e.g., use of beta blockers following AMI), but are not expected to contain comprehensive treatment information as this level of information is often contained in detailed narrative text in clinical notes.
- c. Reportable items could include diagnosis and associated labs, physiologic parameters such as blood pressure, medications, or diagnostic services provided during the encounter.

3.9

Performance reports include information on services provided by specialists or sub-specialists

PCP and Specialist Guidelines:

- a. Reference 3.1
- b. Information on key preventive or disease specific services provided by specialists or sub-specialists is incorporated into performance reports.

3.10

Performance reports are generated for the population of patients with: Persistent Asthma

PCP and Specialist Guidelines:

- a. Reference 3.1

3.11

Performance reports are generated for the population of patients with: Coronary Artery Disease [not applicable to pediatric practices]

PCP and Specialist Guidelines:

- a. Reference 3.1

3.12

Performance reports are generated for the population of patients with: Congestive Heart Failure [not applicable to pediatric practices]

PCP and Specialist Guidelines:

- a. Reference 3.1

3.13

Performance reports are generated for the population of patients with: Pediatric ADD/ADHD

PCP and Specialist Guidelines:

- a. Reference 3.1

3.14

Performance reports include care management activity

PCP and Specialist Guidelines:

- a. Care management activity should include the following information for each member of the care management team:
 - i Patient caseload (number of unique patients)
 - ii Number of in-person encounters
 - iii Number of telephonic encounters

3.15

Key clinical indicators are tracked and reported to external entities to which practices are accountable for quality measurement

PCP Guidelines:

- a. Practices or POs are tracking and reporting on key clinical indicators, such as rates of patients with HTN who are well controlled, and patients with DM who have an A1C showing reasonable control, in a manner consistent with standardized, generally accepted specifications for such measures

Specialist Guidelines:

- a. Practices or POs are tracking and reporting on key clinical indicators relevant to their practices, such as those outlined in HEDIS, PQRS and Meaningful Use standards

3.16

Performance reports are generated to track one or more Choosing Wisely recommendations relevant to scope of practice

PCP and Specialist Guidelines:

- a. Practices or POs are tracking and reporting on one or more Choosing Wisely recommendations relevant to scope of practice for all patients, regardless of payer

4.0 Individual Care Management

Goal: Patients receive organized, planned care that also empowers them to take greater responsibility for their health

Applicable to PCPs and specialists (specialist practice must have lead responsibility for care management for at least a subset of patients for a period of time; e.g., oncology care manager has lead responsibility for patients when they are in active chemotherapy). For patients with an ongoing care relationship with a specialist, PCP and specialist must establish agreement regarding who will have lead responsibility for care management.

To receive credit for an individual care management capability, basic care management delivered in the context of office visits must be available to all patients. Advanced care management, delivered by trained care managers in the context of provider-delivered care management services, is expected to be available only to those members who have the provider-delivered care management benefit.

To facilitate phased implementation of capabilities, providers may select a subset of their patient population for initial focus for capabilities 4.2, 4.5, 4.6, 4.7, 4.8, and 4.9

4.1

Practice Unit leaders and staff have been trained/educated and have comprehensive knowledge of the Patient-Centered Medical Home and Patient Centered Medical Home-Near models, the Chronic Care model, and practice transformation concepts

PCP Guidelines:

- a. Training content should include comprehensive information about the Chronic Care Model
 - i. Reference information provided at the Improving Chronic Illness Care website:
<http://www.improvingchroniccare.org>
- b. Training/educational activity is documented in personnel or training records, and content material used for training is available for review.
- c. Process is in place to ensure new staff receive training
- d. Process is in place to ensure all staff are apprised of changes in the PCMH and PCMH-N Interpretive Guidelines, and of the capabilities that have been implemented by the practice

Specialist Guidelines:

- a. Training content should include comprehensive information about the Chronic Care Model and population management, and its relevance to specialists
 - i. Reference information provided at the Improving Chronic Illness Care website:
<http://www.improvingchroniccare.org>
- b. Training/educational activity is documented in personnel or training records, and content material used for training is available for review

- c. Process is in place to ensure new staff receive training
- d. Process is in place to ensure all staff are kept apprised of changes in the PCMH and PCMH-N Interpretive Guidelines, and of the capabilities that have been implemented by the practice

4.2

Practice Unit has developed an integrated team of multi-disciplinary providers and a systematic approach is in place to deliver coordinated care management services that address patients' full range of health care needs for the patient population selected for initial focus

PCP and Specialist Guidelines:

- a. The integrated team of multi-disciplinary providers must consist of at least 3 non-physician members, including an RN and at least 2 of the following (composition of team may vary depending on the needs of individual patients): certified diabetes educator, nutritionist (RD or Masters-trained nutritionist), respiratory therapist, PharmD or RPH, MSW, certified asthma health educator or other certified health educator specialist (Bachelors degree or higher in Health Education), licensed professional counselor, licensed mental health counselor, or an NP and/or PA with training/experience in health education who is actively engaged in care coordination/self-management training separate from their office visit E&M duties
 - i. When they are unable to include RNs or PharmDs in the multi-disciplinary care management team, individual practices may use LPNs or PharmD students, in which case these ancillary providers with lesser training must be actively supervised by the physician and/or by a supervising RN or PharmD, with regard to the educational and care management interventions provided to each individual patient. This supervision must be provided either directly in the practice (e.g., by the primary care physician) or by staff employed by the Physician Organization.
- b. Practice unit team members hold regular team meetings and/or other structured communications about patients whose conditions are being actively managed.
- c. All members of the team do not have to be at the same location or at the practice site, but care delivered by the team must be coordinated and integrated with the practice.
 - i. When care is delivered by travel teams or at sites other than the practice:
 - The care must be fully coordinated by a practice team member or a health navigator who has ongoing communication with the practice
 - The PCMH/PCMH-N practice must be involved in ongoing monitoring, follow-up and reinforcement of health education/training received by patients at other sites
 - Monitoring includes proactive outreach to engage the patient in actively addressing ongoing health needs and health care goals on a longitudinal basis
 - ii. The multi-disciplinary providers are not required to be employees of the PCMH/PCMH-N practice, but must have an ongoing relationship with, and communication with, the practice team members
 - Communication can be a combination of verbal, written, and electronic methods, preferably including some direct verbal communication and participation in in-person team meetings, although individual team members who are not on-site at a practice can make their information and perspective known to specific team members so that their information

- about individual patients is actively considered by the team as a routine part of case review and planning
- iii. The care management services must be coordinated and integrated with the patient's overall care plan
 - The requirements for capability 4.2 can be met through referrals to hospital-based diabetes educators that take place in the context of an overall coordinated, integrated care plan and include bi-lateral communication between the diabetes educator and care management team, with individualized feedback provided to the care team following the diabetes education sessions. Diabetes educator and care team collaborate to ensure that referred patients receive needed services, and that patients understand that they should follow-up with PCMH practice regarding questions and concerns.
 - Standard referrals to hospital-based diabetes educators with summary reports sent back to the PCP do not constitute care that is coordinated and integrated, and would not meet the requirements for capability 4.2
 - d. Tools such as Interactive Voice Response systems may be helpful in coordinating transition care and managing patients with chronic conditions.

4.3

Systematic approach is in place to ensure that evidence-based care guidelines are established and in use at the point of care by all team members of the Practice Unit

PCP Guidelines:

- a. Guidelines are available and used at the point of care by all clinical staff in the Practice Unit
 - i. Guidelines are activated and used regularly to provide alerts about gaps in care on the Point of Care report or in the EMR
- b. All members in the practice, including front office staff who work with clinicians and patients, are knowledgeable about the type and length of appointments to book and their responsibilities for preparing resources for visits, based on the guidelines
 - i. Guidelines are actively used to monitor, track, and conduct outreach to patients to schedule care as needed
- c. Guidelines are used by PO to evaluate performance of physicians, Practice Units, and PO.

Specialist Guidelines:

- a. Evidence-based care guidelines may be those developed by specialist societies
- b. Guidelines are available and used at the point of care by all clinical staff in the Practice Unit
 - i. Guidelines are activated and used regularly to provide alerts about gaps in care on the Point of Care report or in the EMR
- c. All members in the practice, including front office staff who work with clinicians and patients, are knowledgeable about the type and length of appointments to book and their responsibilities for preparing resources for visits, based on the guidelines
 - i. Guidelines are actively used to monitor, track, and conduct outreach to patients to schedule care as needed
- d. Guidelines are used by PO to evaluate performance of physicians, Practice Units, and PO.

4.4

PCMH/PCMH-N patient satisfaction/office efficiency measures are systematically administered

PCP Guidelines:

- a. Patient satisfaction and office efficiency measures (e.g., patient waiting time to obtain appointment, office visit cycle time, percentage of no-show appointments) are monitored
 - i. Measures must be derived from surveys conducted by the office or from information provided by health plans, the PO, or other sources
 - Surveys do not need to focus on a specific chronic condition, provided they capture information relevant to all chronic conditions, such as asking about whether the primary practitioner discusses health care goals, diet and exercise, and supports the patient in achieving health management goals
 - ii. Reference information at Institute for Healthcare Improvement:
<http://www.ihl.org/IHI/Topics/OfficePractices/Access/Measures/>
 - iii. Results must be quantified, aggregated, and tracked over time
- b. If office is not meeting standards for patient-centered care, follow-up occurs (e.g., process improvements are implemented; efficiencies are improved; practice culture is addressed)

Specialist Guidelines:

- a. Patient satisfaction and office efficiency measures (e.g., patient waiting time to obtain appointment, office visit cycle time, percentage of no-show appointments) are monitored
 - i. Measures must be derived from surveys conducted by the office or from information provided by health plans, the PO, or other sources
 - ii. Surveys should capture information relevant to all patients managed by the specialist
 - iii. Reference information at Institute for Healthcare Improvement:
<http://www.ihl.org/IHI/Topics/OfficePractices/Access/Measures/>
 - iv. Results must be quantified, aggregated, and tracked over time
- b. If office is not meeting standards for patient-centered care, follow-up occurs (e.g., process improvements are implemented; efficiencies are improved; practice culture is addressed)

[Please see Patient Registry and Performance Reporting Initiatives for clinical monitoring expectations]

4.5

Development and incorporation into the medical record of written action plan and goal-setting is systematically offered to the patient population selected for initial focus, with substantive patient-specific and patient-friendly documentation provided to the patient

PCP and Specialist Guidelines:

- a. Physicians and other practice team members are actively involved in working with patients to use goal-setting techniques and develop action plans
 - i. Goal-setting should focus on specific changes in behavior (e.g., walking around the block once a day) or concrete, tangible results (e.g., losing 2 pounds) rather than general clinical goals (such as lowering blood pressure or reducing LDL levels)
- b. Patient-specific action plan and patient's individual goals must be documented in medical record, enabling providers to monitor and follow-up with patient during subsequent visits

- c. Reference information provided at the Improving Chronic Illness Care website:
http://www.improvingchroniccare.org/index.php?p=self-management_support&s=39

4.6

A systematic approach is in place for appointment tracking and generation of reminders for the patient population selected for initial focus

PCP and Specialist Guidelines:

- a. Evidence-based guidelines are used systematically as a basis for:
 - i. Conducting tracking and follow-up regarding missed appointments
 - ii. Providing patients with mail and/or telephone reminders of upcoming appointments

4.7

A systematic approach is in place to ensure that follow-up for needed services is provided for the patient population selected for initial focus

PCP and Specialist Guidelines:

- a. Evidence-based guidelines are used systematically as a basis for:
 - i. Following up with patients to ensure that needed services, whether at the PCMH/PCMH-N practice site or at another care site, are obtained by the patients

4.8

Planned visits are offered to the patient population selected for initial focus

PCP and Specialist Guidelines:

- a. Planned visits consist of a documented, proactive, comprehensive approach to ensure that patients receive needed care in an efficient and effective manner.
 - i. Planned visits include the well-orchestrated, team-based approach to managing the patient's care during the visit, performed on a routine basis, as well as the tracking and scheduling of regular visits, and the guideline-based preparation that occurs prior to the visit.
- b. Reference information provided at the Improving Chronic Illness Care website:
http://www.improvingchroniccare.org/index.php?p=Planned_Visits&s=48
- c. "Many healthcare providers believe themselves to already be doing 'planned' visits. They note that their patients with chronic conditions come back at defined intervals. Yet upon closer inspection, these visits may look a lot like acute care: the provider might lack necessary information about the patient's care needs; provider and patient might have different expectations for the visit; and staff may not be fully utilized to help with the organization of the visit and delivery of care. These "check-back" visits, while scheduled in advance, are often not efficient nor productive for the provider and patient.
- d. Key Components of a Planned Visit
 - i. Assign Team Roles and Responsibilities
 - For example, the following questions might need to be addressed: who is going to call the patient to schedule the visit? Who will room the patient? If the patient has diabetes, who will remove her/his shoes and socks? Who

will examine the feet? Who will prepare the patient encounter form for use during the visit? All tasks need to be delegated to specific team members so that nothing is left to chance.

- ii. Call a Patient in For a Visit
 - Develop a script for the call, and decide which team member will make the call. Set the tone and expectations for the issues addressed in the visit.
 - If you choose to mail an invitation to patients, be sure to track respondents. Typically, less than 50% of patients respond to a letter. You will need to plan an alternative method of contacting non-responders.
- iii. Deliver Clinical Care and Self-Management Support
 - In preparation for the visit, print an encounter form from your registry or pull the chart in advance so that you can review the patient's care to date. Document what clinical care needs to be done during the visit.
- iv. Until new roles are well integrated into the normal work flow, many practices have team huddles for 5-10 minutes...to review the schedule and identify chronic care patients coming in that day for an acute care visit. Decide how best to meet as a team to manage these patients. Determine the best intervals and timing for these meetings, and stick to them. The brief get-togethers help the team stay focused on practice redesign and create a spirit of 'one for all'."

4.9

Group visit option is available for the patient population selected for initial focus (as appropriate for the patient)

PCP and Specialist Guidelines:

- a. Reference AAFP information on group visits at:
<http://www.aafp.org/fpm/20060100/37grou.html>
- b. Group visits are a form of office visit. (They are not the same as care coordination/care management services, which are follow-up services delivered by non-physician clinicians antecedent to an office visit at which individual treatment and/or health behavior goals have been established.)
- c. Group visits include not only group education and interaction but also all essential elements of an individual patient visit, including but not limited to the collection of vital signs, history taking, relevant physical examination and clinical decision-making.
 - i. Group visits differ from other forms of group interventions, such as support groups, which are generally led by peers and do not include one-on-one consultations with physicians.
- d. The clinician is directly involved and meets with each patient individually
 - i. NP or PA may conduct both the clinical and educational/group activity components of the group visit
- e. Members of the care management team may take vital signs and other measurements and assist with individual encounters
- f. Dietitians or pharmacists may lead educational sessions. Topics such as medication management, stress management, exercise and nutrition, and community resources, may be suggested by the group facilitator or by patients, who raise concerns, share information and ask questions. In programs emphasizing self-management, physicians and patients work together to create behavior-change action plans, which detail achievable and behavior-

- specific goals that participants aim to accomplish by the next session. Once plans are set, the group discusses ways to overcome potential obstacles, which raises patients' self-efficacy and commitment to behavioral change. Patients' family members can also be included in these group sessions.”
- g. Group visits generally last from two to 2.5 hours and include no more than 20 patients at a time.
 - h. Group visits may be conducted in collaboration with other Practice Units

4.10

Medication review and management is provided at every visit for all patients with conditions requiring management

PCP Guidelines:

- a. At a minimum, medication review and management is provided at every visit for all patients with chronic conditions.
 - i. Chronic conditions under 4.10 are defined as any condition requiring maintenance drug therapy.
 - ii. During every patient encounter, a list of all medications currently taken by the patient is reviewed and updated, and any concerns regarding medication interactions or side effects are addressed.

Specialist Guidelines:

- a. At a minimum, medication review and management is provided at every visit for all patients with chronic conditions or when indicated given the patient's health status
 - i. Chronic conditions under 4.10 are defined as any condition requiring maintenance drug therapy.
 - ii. During every patient encounter, a list of all medications currently taken by the patient is reviewed and updated, and any concerns regarding medication interactions or side effects are addressed.

4.11

Development and incorporation into medical record of written action plans and goal-setting is systematically offered to all patients with chronic conditions or other complex health care needs prevalent in practice's patient population

PCP and Specialist Guidelines:

- a. Reference 4.5

4.12

A systematic approach is in place for appointment tracking and generation of reminders for all patients

PCP and Specialist Guidelines:

- a. Reference 4.6

4.13

A systematic approach is in place to ensure follow-up for needed services for all patients

PCP and Specialist Guidelines:

- a. Reference 4.7

4.14

Planned visits are offered to all patients with chronic conditions (or, for some specialists, all sub-acute conditions) prevalent in practice population

PCP and Specialist Guidelines:

- a. Reference 4.8

4.15

Group visit option is available to all patients with chronic conditions (or, for some specialists, all sub-acute conditions) prevalent in practice population

PCP and Specialist Guidelines:

- a. Reference 4.9

4.16

A systematic approach is in place for engaging patients in conversation about advance care planning, executing an advance care plan with each patient who wishes to do so, and including a copy of a signed advance care plan in the patient's medical record

PCP Guidelines:

- a. PCP must have systematic process in place to communicate with specialists and identify who has lead responsibility for discussing and assisting each patient with advance care planning
 - i. Training and information about advance care planning is available from the Centers for Disease Control and through a number of healthcare organizations
- b. Provider with lead responsibility must ensure that all care partners are aware of and have copies of advance care plan

Specialist Guidelines:

- a. Specialist(s) must have systematic process in place to communicate with PCP and identify who has lead responsibility for discussing and assisting each patient with advance care planning
 - i. Specialists are not expected to engage in advance care planning with patients visiting for routine, basic care
 - ii. Training and information about advance care planning is available from the Centers for Disease Control and through a number of healthcare organizations
- b. Provider with lead responsibility must ensure that all care partners are aware of and have copies of advance care plan

4.17

A systematic approach is in place for developing a survivorship plan for patients once treatment is completed, including a copy of the survivorship plan in the patient's medical record, and ensuring that the plan is shared with the patient and the patient's providers

PCP and Specialist Guidelines:

- a. PCP and specialist(s) must have systematic process in place to identify who has lead responsibility for developing each patient's individualized patient survivorship care plan that includes guidelines for monitoring and maintaining the health of patients who have completed treatment
 - i. Information about survivorship plans can be accessed at:
<http://www.cancer.org/Treatment/SurvivorshipDuringandAfterTreatment/SurvivorsHipCarePlans/index>
- b. Provider with lead responsibility must ensure that key care partners are aware of and have copies of the survivorship care plan

4.18

A systematic approach is in place for assessing patient palliative care needs and ensuring patients receive needed palliative care services

PCP and Specialist Guidelines:

- a. PCP and specialists have systematic processes to identify patients who may have unmet needs related to serious illness. Potential identification triggers may include:
 - i. Diagnosis or progression of serious illness such as advanced cancer, heart failure, COPD, or dementia
 - ii. Multiple chronic illnesses with frequent hospitalizations
 - iii. Significant scoring on risk stratification tools (e.g. LACE, PRISM, etc)
 - iv. Answer of "no" to the 'surprise' question: Would you be surprised if this patient were to die in the next year?
- b. PCP and specialist(s) have systematic process in place to identify who has lead responsibility for assessing and addressing the palliative care needs of patients with serious illness, and referring to other providers as appropriate, including:
 - i. Advance care planning (including Durable Power of Attorney-HC designation, discussion and documentation of patient values and preferences)
 - ii. Pain and physical symptom management
 - iii. Psychological and emotional symptoms
 - iv. Spiritual distress
 - v. Caregiver stress
 - vi. Home or community-based support services
 - vii. Hospice eligibility
- c. Provider with lead responsibility ensures that all care partners are aware that patient is receiving palliative care services
- d. Palliative care services are made available as needed to patients with unmet needs at all stages of seriously illness, not only at time of terminal diagnosis

- e. Reference http://www.nationalconsensusproject.org/Guidelines_Download2.aspx for definition of palliative care, and an overview of the domains that should be addressed in the delivery of comprehensive palliative care
- f. Practice has established written protocols for determining when patients should be assessed for palliative care needs, based on accepted standards relevant to their patient population. Tools that can be used to support assessment and management of palliative care needs are available here:
 - i. Brief, evidence-based educational reviews of key palliative care topics: <https://www.capc.org/fast-facts/>
 - ii. Advance care planning: www.prepareforyourcare.org (available in multiple languages); www.makingyourwishesknown.com; State of Michigan advance directive documents available at: <http://www.mibluecrosscomplete.com/resources/advance-directive.html>
 - iii. Pain and symptom management: <http://www.palliative.org/newpc/professionals/tools/esas.html>; <https://www.capc.org/fast-facts/>
 - iv. Psychological and emotional symptoms: <https://www.capc.org/fast-facts/7-depression-advanced-cancer/>
 - v. Spiritual distress: https://www.hpsm.org/documents/End_of_Life_Summit_FICA_References.pdf
 - vi. Prognosis: <http://eprognosis.ucsf.edu/>
 - vii. Hospice eligibility: http://geriatrics.uthscsa.edu/tools/Hospice_eligibility_card_Ross_and_Sanchez_Reilly_2008.pdf;
- g. Options for delivery of palliative care include:
 - i. Delivery within practice: At least one member of practice has received training through established palliative care training program, and has educated other practice staff. Examples of such training include:
 - a. Hospice and Palliative Medicine Board Physician Certification (MD/DO)
 - b. Hospice Medical Director Physician Certification (MD/DO)
 - c. Palliative Care Nursing Certification for APRNs, RNs, LPNs, CNAs: <http://hpcc.advancingexpertcare.org/competence/certifications-offered/>
 - d. Palliative Care Social Work Certification: <http://www.socialworkers.org/credentials/credentials/achp.asp>
 - e. Professional Chaplaincy Certification: <http://bcciprofessionalchaplains.org/content.asp?admin=Y&pl=42&sl=42&contentid=45>
 - f. Education in Palliative and End of Life Care: www.epec.net – all health care professionals
 - g. *For domains that cannot be addressed directly by practice staff, practice has knowledge of community resources that will enable patient to receive palliative care across all domains (e.g., physical, emotional, spiritual, legal, ethical).*
 - h. Referrals: Practice maintains information on availability of comprehensive palliative care teams, and makes referrals as appropriate. Sources for referral can be found at <http://www.mihospice.org/>

4.19

Systematic process is in place to identify patients who would benefit from care management services based on clinical conditions and ED, inpatient, and other service use

PCP and Specialist Guidelines:

- a. PCP and specialists must have systematic process in place to identify patients who are candidates for care management, and to document the results of the identification process
 - i. PCPs should notify specialists when patient has care manager
 - ii. Specialists should notify PCPs when specialist has care manager
 - iii. When there is more than one care manager, the involved providers should coordinate to identify care manager with lead responsibility

4.20

Systematic process is in place to inform patients about availability of care management services

PCP and Specialist Guidelines:

- a. PCP and specialist(s) must have systematic process in place to inform patients about availability of care management services, and to document the conversation and the patient's response

4.21

Inter-disciplinary team meetings are held regularly to conduct patient case reviews, with development and review of comprehensive care plans for medically complex patients

PCP and Specialist Guidelines:

- a. PCP and specialist(s) must have systematic process in place to conduct and document regular patient case reviews, and develop and review comprehensive care plans for medically complex patients
- b. Common elements of a comprehensive care management plan include:
 - i. Full problem list
 - ii. Expected outcome and prognosis
 - iii. Measureable treatment goals
 - iv. Symptom management
 - v. Planned interventions
 - vi. Medication management
 - Medication allergies
 - vii. Community/social services ordered
 - viii. Plan for directing/coordinating the services of agencies and specialists which are not connected to the practice
 - ix. Identify individual who is responsible for each intervention

5.0 Extended Access

Goal: All patients have timely access to health services that are patient-centered and culturally sensitive and are delivered in the most appropriate and least intensive setting based on the patient's needs

Applicable to PCPs and specialists.

5.1

Patients have 24-hour access to a clinical decision-maker by phone, and clinical decision-maker has a feedback loop within 24 hours or next business day to the patient's PCMH

PCP and Specialist Guidelines:

- a. Clinical decision-maker must be an M.D., D.O., P.A., or N.P. If not M.D. or D.O., clinical decision maker must have ability to contact supervising M.D. or D.O. on an immediate basis if needed
 - i. Clinical decision-maker may be, but is not required to be, the patient's primary care provider
- b. Clinical decision-maker has the ability to direct the patient regarding self-care or to an appropriate level of care.
 - i. When reason for patient contact is not relevant to provider's domain of care, provider will ensure that patient is able to contact PCP or other relevant provider
- c. Clinical decision-maker communicates all clinically relevant information via phone conversation directly to patient's primary physician, by email, by automated notification in an EMR system, or by faxing directly to primary physician regarding the interaction within 24 hours (or next business day) of the interaction
- d. For after-hour calls, clinical decision-maker responds to patient inquiry in a timely manner (generally 15-30 minutes, and no later than 60 minutes after initial patient inquiry)
 - i. For urgent calls, clinical decision-maker responds to patient inquiry in a timely manner (generally 15-30 minutes, and no later than 60 minutes after initial patient inquiry)
 - ii. For non-urgent calls during office hours, patients may be given response by phone before end of business day, or offered appointments in a timeframe appropriate to their health care needs

5.2

Clinical decision-maker accesses and updates patient's EMR or registry info during the phone call

PCP and Specialist Guidelines:

- a. Clinical decision-maker (as defined in 5.1) must routinely have access to and update patient's EMR or registry information during all calls
 - i. Occasional technical problems, such as failure of internet service in rural areas, may occur and would not constitute failure to meet the requirements of 5.2 as long as access to the EMR or registry is typically and routinely available
- b. In circumstances where the patient is personally well known to clinician or the condition is non-urgent and easily managed, the clinician may not always need to access the EMR or registry during the call, and may update the record after the call

5.3

Provider has made arrangements for patients to have access to non-ED after-hours provider for urgent care needs during at least 8 after-hours per week and, if different from the PCMH office, after-hours provider has a feedback loop within 24 hours or next business day to the patient's PCMH

PCP Guidelines:

- a. After-hours is defined as office visit availability during weekday evening (e.g., 5-8 pm) and/or early morning hours (e.g., 7-9 am) and/or weekend hours (e.g., Saturday 9-12), sufficient to reduce patients' use of ED for non-ED care
- b. After-hours provider may be at Practice Unit site or may be in a physically separate location (e.g., an urgent care location or a separate physician office) as long as it is within 30 minutes travel time of the PCMH
 - i. Services provided by the after-hours provider must be billable as an office visit or an urgent care visit, not as an ER visit
- c. If after-hours provider is different from Practice Unit (e.g., they are an urgent care center or a physician who shares on-call responsibilities), there must be an established arrangement for after-hours coverage, and the after-hours provider must be able to provide feedback regarding care encounter to the patient's Practice Unit within 24 hours or on the next business day
- d. Practice Units may team with other practice units/physicians to provide after-hours urgent care
- e. Patient referral to specialists, high tech imaging, and inpatient admissions recommended by urgent care providers should be made by or coordinated with PCP

Specialist Guidelines:

- a. Feedback from urgent care center is only required when the care provided to the patient is relevant to the condition being managed by the specialist
 - i. For patients who do not reside within the specialist's geographic vicinity, establishment of a feedback loop may not always be possible
- b. After-hours is defined as office visit availability during weekday evening (e.g., 5-8 pm) and/or early morning hours (e.g., 7-9 am) and/or weekend hours (e.g., Saturday 9-12), sufficient to reduce patients' use of ED for non-ED care
- c. After-hours provider may be at Practice Unit site or may be in a physically separate location (e.g., an urgent care location or a separate physician office) as long as it is within 30 minutes travel time of the PCMH
 - i. Services provided by the after-hours provider must be billable as an office visit or an urgent care visit, not as an ER visit
- d. If after-hours provider is different from Practice Unit (e.g., they are an urgent care center or a physician who shares on-call responsibilities), there must be an established arrangement for after-hours coverage, and the after-hours provider must be able to provide feedback regarding care encounter to the patient's Practice Unit within 24 hours or on the next business day
- e. Practice Units may team with other practice units/physicians to provide after-hours urgent care

- f. Patient referral to specialists, high tech imaging, and inpatient admissions recommended by urgent care providers should be made by or coordinated with PCP

5.4

A systematic approach is in place to ensure that all patients are fully informed about after-hours care availability and location, at the PCMH site as well as other after-hours care sites, including urgent care facilities, if applicable

PCP and Specialist Guidelines:

- a. Providers should ensure patients know how to contact them during after-hours, and should ensure patients are aware of location of urgent care centers, when applicable
- b. Where PCPs and specialists are in the same medical neighborhood, they should be aware of urgent care centers commonly used by care partners
 - i. Specialists are encouraged to work with the PCP community to identify appropriate urgent care sites with whom they share clinical information

5.5

Practice Unit has made arrangements for patients to have access to non-ED after-hours provider for urgent care needs (as defined under 5.3) during at least 12 after-hours per week

PCP and Specialist Guidelines:

- a. Reference 5.3

5.6

Non-ED after-hours provider for urgent care accesses and updates the patient's EMR or patient's registry record during the visit

PCP and Specialist Guidelines:

- a. Reference 5.3 for definition of non-ED after-hours provider for urgent care needs
- b. Clinical decision-maker must routinely have access to and update patient's EMR or registry information during all visits
 - i. Occasional technical problems, such as failure of internet service in rural areas, may occur and would not constitute failure to meet the requirements of 5.6 as long as access to the EMR or registry is typically and routinely available

5.7

Advanced access scheduling is in place: for PCPs, at least 30% of appointments are reserved for same-day appointments for acute and routine care (i.e., any elective non-acute/urgent need, including physical exams and planned chronic care services, for established patients); for specialists, tiered access is in place

PCP Guidelines:

- a. 30% of the day's appointments should be available at the start of business for same-day appointments for both acute and routine care needs
 - i. In unusual, extenuating circumstances (such as a solo practice in a rural or urban under-served area), practice units may meet the requirements of capability 5.7 by

- having a routine, systematic procedure that practice unit clinicians remain after-hours as necessary to see the majority of patients requesting routine or acute care
- b. Written policy for advanced access is available
 - i. Patients are aware of policy and do not feel that they must self-screen to avoid imposing on practice unit staff
- c. Patients can be accommodated throughout the day (not only during lunch or after-hours)
- d. Patients are seen on a timely basis with no excessive waiting time
- e. Patients can be seen by PAs/NPs or by any physician in practice
- f. **If practice does not have an approach to scheduling that closely follows the structure and process of formal open access scheduling consistent with the sources cited herein, then they must have documented policy and procedures demonstrating that the practice's advanced access approach has the attributes referenced at the following sites:**
 - i. <http://www.aafp.org/fpm/20000900/45same.html>
 - ii. Reference Institute for Healthcare Improvement articles at <http://www.ihl.org/IHI/Topics/OfficePractices/Access/Changes/IH> for information on implementing advanced access

Specialist Guidelines:

- a. Specialists must establish tiered access system to address needs of sub-acute, chronic, and routine patients
 - i. Same day appointments available for urgent patients
 - ii. Appointments within 1-3 weeks available for sub-acute patients
- b. Written policy for advanced access is available
 - i. Patients are aware of policy and do not feel that they must self-screen to avoid imposing on practice unit staff

5.8

Advanced access scheduling is in place reserving at least 50% of appointments for same-day appointment for acute and routine care (i.e., any elective non-acute/urgent need, including physical exams and planned chronic care services, for established patients)

[Applicable to PCPs only]

PCP Guidelines:

- a. 50% of the day's appointments should be available at the start of the business day for same-day appointments for acute and routine patient needs
- b. Reference 5.7

5.9

Practice unit has telephonic or other access to interpreter(s) for all languages common to practice's established patients.

PCP and Specialist Guidelines:

- a. Languages common to practice are defined as languages identified as primary by at least 5% of the established patient population
- b. Language services may consist of third-party interpretation services or multi-lingual staff
- c. Asking a friend or family member to interpret does not meet the intent of this capability

5.10

Patient education materials and patient forms are available in languages common to practice's established patients

PCP and Specialist Guidelines:

- a. Languages common to practice are defined as languages identified as primary by at least 5% of the established patient population
- b. Not applicable to practices where English is the primary language for 95% or more of the practice's established patient population

6.0 Test Results Tracking & Follow-up

Goal: Practice uses a standardized tracking system to ensure needed tests are received, results are communicated in a timely manner, and follow-up care is received

Applicable to PCPs and specialists.

Provider ordering the test is responsible for following up to clearly communicate information about test orders and test results to partner provider, or to patient when indicated. When specialist recommends tests for co-managed patient, ordering PCP is responsible for all follow-up and for clearly communicating test orders and test results to partner provider.

6.1

Practice has test tracking process/procedure documented, which requires tracking and follow-up for all tests and test results, with identified timeframes for notifying patients of results

PCP and Specialist Guidelines:

- a. Test tracking procedure must be in writing and identify all steps in process and timeframes

6.2

Systematic approach and identified timeframes are in place for ensuring patients receive needed tests and practice obtains results

PCP and Specialist Guidelines:

- a. Follow-up occurs with patients to ensure necessary tests are performed
- b. Communication processes are in place with testing entities as necessary, to ensure results are received
- c. Results are reviewed, signed, and dated by the physician and filed in the patient's medical record

6.3

Process is in place for ensuring patient contact details are kept up to date

PCP and Specialist Guidelines:

- a. Patients are asked at every visit to confirm that address and phone numbers are current

6.4

Mechanism is in place for patients to obtain information about normal tests

PCP and Specialist Guidelines:

- a. Patients are informed about how to access normal test results
- b. Process may use any of the following mechanisms:
 - i. Patient phone call to specific phone number at practice, with instructions to patient on when to call
 - ii. Phone call, text, or other secured messaging from practice to patient
 - iii. Mail from practice
 - iv. Direct conversation with patient
 - v. Patient access via secure web portal (in conjunction with one of the above options for patients without internet access)
 - vi. Telling patients that “No news is good news” does not meet the intent of this capability. Patients must have clear understanding of how to obtain information about normal test results.

6.5

Systematic approach is used to inform patients about all abnormal test results

PCP and Specialist Guidelines:

- a. Systematic approach is in place to flag as high priority results where follow-up is essential and the risk of not following up is high, i.e., tissue biopsies, diagnostic mammograms, INR tests
- b. For high priority results, patient is contacted by phone (repeated attempts at different times of day, on different days if necessary; if necessary and acceptable to patient, email or patient portal may be used to request the patient call office; as a last resort, results may be sent by registered mail)
 - i. For low priority results, such as minor lab abnormalities, contact may also be by letter
- c. Systematic approach is in place to ensure that practice is aware of and communicates to patients about all abnormal test results for all patients, in a timely manner, and that patient communication process is clear and patients understand implications of test results

6.6

Systematic approach is used to communicate with patients with abnormal results regarding receiving the recommended follow-up care within defined timeframes.

PCP and Specialist Guidelines:

- a. Patients requiring follow-up are flagged and follow-up timeframes are specified
 - i. Provider makes at least 2 attempts to contact patient; for serious conditions, third attempt is made by certified mail
 - Communication attempts are documented in patient’s medical record
- b. Cancellations and no-show appointments are tracked and assessed to determine whether any patients require follow-up
- c. Outcomes of follow-up action are filed in patient’s medical record

6.7

Systematic approach is used to document all test tracking steps in the patient's medical record

PCP and Specialist Guidelines:

- a. All phone calls, letters, and other communications with patient regarding testing and test results are documented in the patient's medical record

6.8

All clinicians and appropriate office staff are trained to ensure adherence to the test-tracking procedures; all training is documented either in personnel file or in training logs or records

PCP and Specialist Guidelines:

- a. Practice unit or PO maintains record of training and can provide training content for review

6.9

Practice has Computerized Order Entry integrated with automated test tracking system

PCP and Specialist Guidelines:

- a. Test-tracking system has Computerized Order Entry system structured to log all test orders and is linked to automated tracking system that supports caregiver follow-up
- b. Test tracking system has the ability to electronically receive and track results

9.0 Preventive Services

Goal: Actively screen, educate, and counsel patients on preventive care and health behaviors

Applicable to PCPs and specialists.

When patient is co-managed by PCP and specialist, roles must be clearly defined regarding who is responsible for ensuring patients receive needed preventive services.

9.1

Primary prevention program is in place that focuses on identifying and educating patients about personal health behaviors to reduce their risk of disease and injury.

PCP and Specialist Guidelines:

- a. Primary prevention is defined as inhibiting the development of disease before it occurs, and is typically performed on the general patient population. Secondary prevention, also called "screening," refers to measures that detect disease before it is symptomatic. Tertiary prevention efforts focus on people already affected by disease and attempt to reduce resultant disability and restore functionality.
- b. Patient questionnaire or other mechanism is used to elicit information about personal health behaviors that may be contributing to disease risk

- i. During well-visit exam and initial intake for new patients
 - ii. During other visits when behavior may be relevant to acute concern (e.g., tobacco use when patient presents with cough)
- c. Patient assessment addresses personal health behaviors and disease risk factors, based on age, gender, health issues
 - i. Behaviors and risks assessed should include a majority of the following (or other primary prevention procedures) as appropriate to the patient population: Alcohol and Drug Use, Breast Self-Examination, Awareness of Lead Exposure, Low Fat Diet and Exercise, Use of Sunscreen, Safe Sex, Testicular Self-Examination, Tobacco Avoidance, and Flu Vaccine

9.2

A systematic approach is in place to providing primary preventive services

PCP and Specialist Guidelines:

- a. Preventive care guidelines are integrated into clinical practice (e.g., Michigan Quality Improvement Consortium - www.mqic.org). Examples of appropriate Guidelines include:
 - i. Adult Preventive Services Guideline 18-49 Yrs
 - ii. Adult Preventive Services Guideline 50-65 Yrs
 - iii. Childhood Overweight Prevention Guideline
 - iv. Prevention of Unintended Pregnancy in Adults
 - v. Preventive Service for Children & Adolescents Ages Birth – 24 Months
 - vi. Preventive Service for Children and Adolescents Ages 2-18 Yrs
 - vii. Tobacco Control Guideline
- b. Systematic appointment tracking system (implemented as part of Individual Care Management Initiative) is in place. Applies to full range of primary preventive services (for example, an ob-gyn ensuring patients receive mammograms and pap tests, but not flu shots, would not meet the intent of this capability).

9.3

Strategies are in place to promote and conduct outreach regarding ongoing well care visits and screenings for all populations, consistent with guidelines for such age and gender-appropriate services promulgated by credible national organizations

PCP and Specialist Guidelines:

- a. Systematic reminder system is in place and incorporates the following elements:
 - i. Age appropriate health reminders (e.g., annual physicals).
 - ii. Age appropriate immunization information consistent with most current evidence-based guidelines
 - iii. If reminders are generated by PO, offices should have knowledge of the process
- b. For children and adolescents from birth to 18 years of age examples of outreach strategies may include birthday reminders for well-visits, kindergarten round-up, flu vaccine reminders, health fairs, brochures, school physical fairs

- c. For adults, examples of outreach strategies may include annual health maintenance examination reminders, and age and gender-appropriate reminders about recommended screenings (e.g., mammograms)
- d. Outreach should be systematic and consistent with evidence-based guidelines

9.4

Practice has process in place to inquire about a patient's outside health encounters and has capability to incorporate information in patient tracking system or medical record

PCP and Specialist Guidelines:

- a. "Outside health encounter information" includes services such as immunizations provided at health fairs
- b. Practice unit should include actual/estimated date of service in the medical record whenever possible
- c. Information may be included in historical section of record

9.5

Practice has a systematic approach in place to ensure the provision/documentation of tobacco use assessment tools and advice regarding smoking cessation

PCP and Specialist Guidelines:

- a. Examples may include yearly assessment sheet, tobacco use intervention programs

9.6

Written standing order protocols are in place allowing Practice Unit care team members to authorize and deliver preventive services according to physician-approved protocol without examination by a clinician

PCP and Specialist Guidelines:

- a. Standing orders are orders for office personnel that are signed in advance by the physician authorizing the provision of specified services under certain clinical circumstances, and are reviewed/updated on a regular basis
- b. Examples include vaccinations, fecal occult blood tests and mammogram orders, medication intensification algorithm for patients with lipid disorder or high blood pressure

9.7

Secondary prevention program is in place to identify and treat asymptomatic persons who have already developed risk factors or pre-clinical disease, but in whom the disease itself has not become clinically apparent.

PCP and Specialist Guidelines:

- a. System with guideline-based reminders for age-appropriate risk assessment and screening tests is in place.
 - i. Practice Unit may choose to implement tools such as checklists attached to the patient chart, tagged notes, computer generated encounter forms and prompting stickers.

- b. Mechanisms are established to identify asymptomatic at-risk patients and provide additional screenings
 - i. Practice systematically uses point of care alerts based on identified risk
 - ii. Examples include accelerated regimen for colon and breast cancer screening in high risk patients

9.8

Staff receives regular training and/or communications and updates regarding health promotion and disease prevention and incorporates preventive-focused practices into ongoing administrative operations

PCP and Specialist Guidelines:

- a. Applicable to either primary or secondary preventive services
- b. Practice unit staff has received training or educational material regarding a full range of preventive services and health promotion issues
 - i. New hires receive appropriate training
 - ii. Educational material is circulated or posted when guidelines change
 - For example, PO or practice unit staff person may be assigned to update clinical personnel on standards and guidelines such as AHRQ newsletter updates, the immunization schedule & standards issued by the Advisory Committee on Immunization Practices, Alliance of Immunization in Michigan, or Centers for Disease Control and Prevention.
 - For example, information may be provided to practice units educating them on appropriate billing and ICD-9 codes in order to ensure accurate reporting for preventive medicine services (including use of the correct ICD-9 code for a physical)
- c. Staff is trained (as appropriate to patient population) regarding consistently using and entering information into the Michigan Care Improvement Registry (MCIR)

9.9

Planned visits are offered as a means of providing preventive services in the context of structured health maintenance exams for which the practice team and patient are prepared in advance of the date of service

PCP and Specialist Guidelines:

- a. Reference 4.8 for requirements of planned visit

10.0 Linkage to Community Services

Goal: Expand the PCMH-Neighborhood to include community resources. Incorporate use of community resources into patients' care plans and assist patients in accessing community services.

Applicable to PCPs and specialists.

When patient is co-managed by PCP and specialist, roles must be clearly defined regarding who is responsible for ensuring patients receive needed community services.

10.1

PO has conducted a comprehensive review of community resources for the geographic population that they serve, in conjunction with Practice Units

PCP and Specialist Guidelines:

- a. The review may take place within the context of a multi-PO effort
- b. Review should include health care, social, pharmaceutical, mental health, and rare disease support associations
 - i. If comprehensive community resource database has already been developed (e.g., by hospital, United Way) then further review by PO is not necessary
 - ii. Review may include survey of practice units to assist in identifying local community resources

10.2

PO maintains a community resource database based on input from Practice Units that serves as a central repository of information for all Practice Units.

PCP and Specialist Guidelines:

- a. The database may include resources such as the United Way's 2-1-1 hotline, and links to online resources.
- b. At least one staff person in the PO is responsible for conducting a semiannual update of the database and verifying local resource listings (PO may coordinate with Practice Unit staff to ensure resource reliability)
 - i. During the update process, consideration may be given to including new, innovative community resources such as Southeast Michigan Beacon Community's Text4Health program
 - ii. It is acceptable for staff to not verify aggregate listings (such as 2-1-1) if they are able to document how often the listings are updated by the resource administrator
- c. Resource databases are shared with other POs, particularly in overlapping geographic regions
- d. Portion of database includes self-management training programs available in the community

10.3

PO in conjunction with Practice Units has established collaborative relationships with appropriate community-based agencies and organizations

PCP and Specialist Guidelines:

- a. PO or practice is able to provide a list of organizations providing services relevant to their patient population in which collaborative, ongoing relationships are directly established
 - i. PO in conjunction with practice has conducted outreach to organizations and held in-person meetings or face-to-face events, at least annually, that facilitate

- interaction between practices and agencies where they discuss the needs of their patient population
- b. Collaborative relationships must be established with selected agencies with relevance to patients' needs
 - c. Collaborative relationships need to be established directly with the individual agencies (not via 2-1-1) and involve ongoing substantive dialogue

10.4

All members of practice unit care team involved in establishing care treatment plans have received training on community resources and on how to identify and refer patients appropriately

PCP and Specialist Guidelines:

- a. Training may occur in collaboration with community agencies that serve as subject-matter experts on local resources
- b. Practice unit care team is trained to empower and encourage support staff to alert them to patient's possible psychosocial or other needs
- c. PO or Practice Unit administrator assesses the competency of Practice Unit staff involved in the resource referral process at least annually. This may occur in conjunction with community agencies.
 - i. For example, practice unit staff are able to explain process for identifying and referring patients to relevant community resources
 - ii. Practice Unit is able to demonstrate that training occurs as part of new staff orientation

10.5

Systematic team approach is in place for educating all patients about availability of community resources and assessing and discussing the need for referral

PCP and Specialist Guidelines:

- a. Systematic process is in place for the practice unit team to educate new patients and all patients during annual exam (or other visits, as appropriate) about availability of community resources, and assessing and discussing the need for referral
 - i. Education process must include intake form and/or conversation in which patients are asked whether they are aware of or in need of community services
 - ii. Practice support staff are empowered to alert practice unit staff to possible psychosocial and other needs
 - iii. For example, Practice Units may develop an algorithm (or series of algorithms) to guide the assessment and referral process
 - iv. Additional information about available community resources should be disseminated via language added to patient-provider partnership documents, PO or Practice Unit website, brochures, waiting room signage, county resource booklets at check-out desk, or other similar mechanisms

10.6

Systematic approach is in place for referring patients to community resources

PCP and Specialist Guidelines:

- a. Practice Unit must be able to verbally describe or provide written evidence of systematic process for referring patients to community resources.
 - i. For example, systematic process may consist of standardized patient referral materials such as a “prescription form”, computer-generated printout that details appropriate sources of community-based care, or other documented process or tools.
 - ii. Assessments that identify a patient with need for referral are documented in the medical record to enable providers to follow-up during subsequent visits
 - iii. Patients should have access to national and local resources that are appropriate for their ethnicity, gender orientation, ability status, age, and religious preference, including resources that are available in other languages such as Spanish, Arabic, and American Sign Language.
 - iv. For example, if Practice Units within a PO have a great deal of diversity within their patient population, the PO may amass specific information about services for those diverse patient groups. Practice Units may also share information about resources for diverse groups.

10.7

Systematic approach is in place for tracking referrals of high-risk patients to community resources made by the care team, and making every effort to ensure that patients complete the referral activity

PCP and Specialist Guidelines:

- a. Practice units have the responsibility to identify those patients who are at high risk of complications/decompensation for whom referral to a particular agency is critical to reaching established health and treatment goals.
- b. Referrals to community resources should be tracked for high-risk patients. Practice Units are encouraged to create a hierarchy to ensure that vital services (such as referrals to mental health providers) are being tracked appropriately. Specialists must ensure that PCPs are notified about referrals to community resources for high-risk patients.
- c. The purpose of tracking the referrals is to ensure that these high-risk patients receive the services they need.

10.8

Systematic approach is in place for conducting follow-up with high-risk patients regarding any indicated next steps as an outcome of their referral to a community-based program or agency.

PCP and Specialist Guidelines:

- a. Patients may be held partially responsible for the tracking process. For example, Practice Units may use technology such as Interactive Voice Response (IVR) for patients to report initial contact and completion, develop a “passport” that patients can have stamped when

- they complete trainings or attend a support group, or use existing disease registries such as WellCentive to track community-based referral activities.
- b. Process includes mechanism to track patients who decline care and obtain information about reasons care was not sought.

11.0 Self-Management Support

Goal: Systematic approach to empowering patients to understand their central role in effectively managing their illness, making informed decisions about care, and engaging in healthy behaviors.

Applicable to PCPs and specialists. When patient is co-managed by PCP and specialist, roles must be clearly defined regarding which provider is responsible for leading self-management support activities and which provider is responsible for reinforcing self-management support activities.

To receive credit for a self-management support capability, basic self-management support delivered in the context of office visits must be available to all patients. Advanced self-management support, delivered by trained care managers in the context of provider-delivered care management services, is expected to be available only to those members who have the provider-delivered care management benefit.

11.1

Clinician who is member of care team or PO staffperson is educated about and familiar with self-management support concepts and techniques and works with appropriate staff members at the practice unit at regular intervals to ensure they are educated in and able to actively use self-management support concepts and techniques.

PCP and Specialist Guidelines:

- a. The intent of this capability is to actively empower the staff within the practice unit to incorporate self-management support efforts into routine clinic process.
- b. Regular intervals are defined as a minimum of once per year
 - i. New staff must be trained at time of entry to practice
- c. Self-management support uses a team-based, systematic, model-driven (including behavioral and clinical dimensions) approach to actively motivating and engaging the patient in effective self-care for identified chronic conditions; must extend beyond usual care such as encouragement to follow instructions
- d. Level, type, and intensity of training, education, and expertise may vary, depending upon team members' roles and responsibilities in the Practice Unit
 - i. Education must be substantive and in-depth and focus on a particular model of self-management support and not consist of only a brief introduction to the concept. Recommended sites for more information include:
 - IHI Partnering in Self-Management Support: A Toolkit for Clinicians
 - <http://www.ihl.org/knowledge/Pages/Tools/SelfManagementToolkitforClinicians.aspx>
 - Self-Management Support Information for Patients and Families:

<http://www.ihl.org/resources/Pages/Tools/SelfManagementToolkitforPatientsFamilies.aspx>

- California Health Care Foundation Self-Management
 - <http://www.chcf.org/publications/2009/09/selfmanagement-support-training-materials>
 - Flinders Self-Management Model
 - <http://www.flinders.edu.au/medicine/sites/fhbhru/self-management.cfm#EduTraining>
 - Motivational Interviewing
 - <http://www.motivationalinterviewing.org/>
- e. Education of practice unit staff members may be provided by PO staff person if the PO staff person has adequate time to provide comprehensive, meaningful education; otherwise, practice unit is responsible for identifying a member of the practice's clinical care team to receive education in self-management support concepts and techniques
- f. Appropriate team members should have awareness of self-management concepts and techniques, including:
- i. Motivational interviewing
 - ii. Health literacy/identification of health literacy barriers
 - iii. Use of teach-back techniques
 - iv. Identification of medical obstacles to self-management
 - v. Establishing problem-solving strategies to overcome barriers of immediate concern to patients
 - vi. Systematic follow-up with patients

11.2

Structured self-management support is systematically offered to all patients in the patient population selected for initial focus (based on need, suitability, and patient interest)

PCP and Specialist Guidelines:

- a. Self-management support is assisting patients in implementing their action plan through face-to-face interactions and/or phone outreach in between visits.
- b. Self-management support services may be provided in the context of a planned visit
- c. An action plan is a patient-specific goal statement that incorporates treatment goals including aspects of treatment that involve self-management. It is not an action step; it is a goal statement.
- d. Physicians may provide self-management support within the context of E&M services

11.3

Systematic follow-up occurs for all patients in the patient population selected for initial focus who are engaged in self-management support to discuss action plans and goals, and provide supportive reminders

PCP and Specialist Guidelines:

- a. Follow-up may occur via phone, email, patient portal, or in person, and must occur on a timely basis appropriate to the patient's needs, either at the time of visits if they are frequent, or in between office visits if they are infrequent.

11.4

Regular patient experience/satisfaction surveys are conducted for patients engaged in self-management support, to identify areas for improvement in the self-management support efforts

PCP and Specialist Guidelines:

- a. Surveys may be administered electronically, via phone, mail, or in person
- b. Results must be quantified, aggregated, and tracked over time
- c. Self-management support survey questions may be added to regular patient satisfaction surveys providing sampling is structured to ensure adequate responses from those who actually received self-management support services
- d. If survey results identify areas for improvement, timely follow-up occurs (e.g., self-management support efforts are systematized to assure they are available on a timely basis to all patients for whom they are appropriate)

11.5

Self-management support is offered to multiple populations of patients within the practice's patient population (based on need, suitability and patient interest)

11.6

Systematic follow-up occurs for multiple populations of patients within the practice's patient population who are engaged in self-management support to discuss action plans and goals, and provide supportive reminders

PCP and Specialist Guidelines:

- a. Follow-up may occur via phone, email, patient portal, or in person, and must occur on a timely basis appropriate to the patient's needs, either at the time of visits if they are frequent, or in between office visits if they are infrequent.

11.7

Support and guidance in establishing and working towards a self-management goal is offered to every patient, including well patients

PCP and Specialist Guidelines:

- a. Self-management goal is developed collaboratively with the patient and is specific and reflective of the patient's interests and motivation

11.8

At least one member of PO or practice unit is formally trained through completion of a nationally or internationally-accredited program in self-management support concepts and techniques, and regularly works with appropriate staff members at the practice unit to

educate them so they are able to actively use self-management support concepts and techniques.

PCP and Specialist Guidelines:

- a. Training for self-management techniques should include:
 - i. Motivational interviewing
 - ii. Health literacy/identification of health literacy barriers
 - iii. Use of teach-back techniques
 - iv. Identification of medical obstacles to self-management
 - v. Establishment of problem-solving strategies to overcome barriers of immediate concern to patients
 - vi. Systematic follow-up with patients
- b. Practices should seek structured information/approaches/processes, which can be from any legitimate source
- c. Examples of training programs that meet the criteria are available from the PGIP Care Management Resource Center at <http://mipct.org/care-management-resource-center/copy-of-cmrc-approved-self-management-support-mcm-program-summary-10-15-13/>
 - i. Such programs must be sufficiently robust that they provide ample opportunities for learners to practice new self management support skills with individualized feedback as part of the practice experience.

12.0 Patient Web Portal

Goal: Patients have access to a web portal enabling patients to access medical information and to have electronic communication with providers

Applicable to PCPs and specialists.

Patient web portal is a system that supports two-way, secure, compliant communication between the practice and the patient. For capabilities pertaining to patient's use of portal, practice unit staff must be trained in and have implemented this capability, and patients must be able to use it currently.

12.1

Available vendor options for purchasing and implementing a patient web portal system have been evaluated

PCP and Specialist Guidelines:

- a. Assessment of vendor options may be conducted by PO or Practice Unit.

12.2

PO or Practice Unit has assessed liability and safety issues involved in maintaining a patient web portal at any level and developed policies that allow for a safe and efficient exchange of information

PCP and Specialist Guidelines:

- a. Safety issues may include prohibiting electronic communication for emergency situations, etc.
- b. All messages exchanged must be secure and HIPAA compliant.
- c. Attestation of PO is acceptable

12.3

Ability for patients to request appointments electronically is available to all patients and in use

PCP and Specialist Guidelines:

- a. Practice will schedule patients and notify them of their appointment time

12.4

Ability for patients to log and/or graph results of self-administered tests (e.g., daily blood glucose levels) is available to all patients and in use

PCP and Specialist Guidelines:

- b. Option should be available to patients, recognizing that not all patients will choose to use these tools.

12.5

Providers are automatically alerted by system regarding self-reported patient data that indicates a potential health issue

PCP and Specialist Guidelines:

- a. “Flags” may be set using customized parameters for individuals based on their care needs.

12.6

Ability for patients to participate in E-visits is activated and available to all patients

PCP and Specialist Guidelines:

- a. POs and/or Practice Units have developed and implemented protocol for responding to patient messages/requests for e-visits in a consistent and timely manner (e.g., a triage system), using structured online tools.
- b. Please refer to the AAFP guidelines for e-visits for more information. The guidelines are available here: <http://www.aafp.org/online/en/home/policy/policies/e/evisits.html>

12.7

Providers are using patient portal to send automated care reminders, health education materials, links to community resources, educational websites and self-management materials to patients electronically

PCP and Specialist Guidelines:

- a. At least 4 out of the 5 types of communications must be occurring
- b. An automated care reminder is a patient-specific communication, such as a reminder about gaps in care

- c. Information must be actively transmitted to patients (not merely available on website)

12.8

Patient portal system includes capability for patient to create personal health record, and is activated and available to all patients

PCP and Specialist Guidelines:

- a. Content of personal health record may be defined by PO/Practice Unit, within context of patient portal system.

12.9

Ability for patients to review test results electronically is activated and available to all patients

12.10

Ability for patients to request prescription renewals electronically is activated and available to all patients

12.11

Ability for patients to graph and analyze results of self-administered tests for self-management support purposes is activated and available to all patients

PCP and Specialist Guidelines:

- a. Option should be available to patients, recognizing that not all patients will choose to use these tools

12.12

Ability for patients to have access to view registries and/or electronic medical records online that contain patient personal health information that has been reviewed and released by the provider and/or practice is activated and available to all patients

12.13

Ability for patients to schedule appointments electronically through an interactive calendar is activated and available to all patients

PCP and Specialist Guidelines:

- a. Patients should have the ability to see currently available appointments and insert themselves into the schedule of the practice. Time slot is then reserved for patient.
 - 1. May be subject to final confirmation by practice

13.0 Coordination of Care

Goal: Patient transitions are well-managed and patient care is coordinated across health care settings through a process of active communication and collaboration among providers, patients and their caregivers

*Applicable to PCPs. When patient is co-managed by PCP and specialist, roles must be clearly defined regarding which provider is responsible for leading care coordination activities.
Applicable to specialists for patients for whom the specialist has lead care management responsibility or when the admission is relevant to the condition being managed by specialist.*

13.1

For patient population selected for initial focus, mechanism is established for being notified of each patient admit and discharge or other type of encounter, at facilities with which the physician has admitting privileges or other ongoing relationships

PCP and Specialist Guidelines:

- a. Standards for information exchange have been established among participating organizations to enable timely follow-up with patients.
- b. Facilities must include hospitals, and may include long-term care facilities, home health care, and other ancillary providers.

13.2

Process is in place for exchanging necessary medical records and discussing continued care arrangements with other providers, including facilities, for patient population selected for initial focus

PCP Guidelines:

- a. Patients are encouraged to request that their practice unit be notified of any encounter they may have with other health care facilities and providers (for example, SNFs, rehab facilities, non-primary hospitals)
- b. Practice units are responsible for ensuring that other providers have relevant medical information in a timely manner necessary to make care decisions

Specialist Guidelines:

- a. Specialists systematically request that patients provide name of PCP
- b. Patients are encouraged to request that their PCP be notified of any encounter they may have with other health care facilities and providers (for example, SNFs, rehab facilities, non-primary hospitals)
- c. Practice units are responsible for ensuring that other providers have relevant medical information in a timely manner necessary to make care decisions

13.3

Approach is in place to systematically track care coordination activities for patient population selected for initial focus.

PCP and Specialist Guidelines:

- a. Processes are structured to allow care coordination across other settings of care, and may include:
 - i. Facility name
 - ii. Admit date
 - iii. Origin of admit (ED, referring physician, etc.)
 - iv. Attending physician (if someone other than PCP)
 - v. Discharge date
 - vi. Diagnostic findings
 - vii. Pending tests
 - viii. Treatment plans
 - ix. Complications at discharge

13.4

Process is in place to systematically flag for immediate attention any patient issue that indicates a potentially time-sensitive health issue for patient population selected for initial focus

PCP and Specialist Guidelines:

- a. For example, home monitoring of CHF patient indicates weight gain, or diabetes patient is treated for cellulitis in ER, or a CHF patient has a change in mental health status

13.5

Process is in place to ensure that written transition plans are developed, in collaboration with patient and caregivers, where appropriate, for patients in patient population selected for initial focus who are leaving the practice (i.e., because they are moving, going into a long-term care facility, or choosing to leave the practice).

PCP and Specialist Guidelines:

- a. Caregivers may include nurse, social workers, or other individuals involved in the patient's care
- b. Practice units are responsible for ensuring that written transition plan is provided in a timely manner so that patient can receive needed care
- c. Transition plan must consist of either a written summary or clear, concise excerpts from the medical record containing diagnoses, procedures, current medications, and other information relevant during the transition period (e.g., upcoming needed services, prescription refills)
- d. A copy of the transition plan must be provided to the patient
- e. Inability to develop collaborative plan due to voluntary, precipitous departure of patient from the practice, or unwillingness of the patient to participate, would not constitute failure to meet the requirements of 13.5

13.6

Process is in place to coordinate care with payer case manager for patients with complex or catastrophic conditions

PCP and Specialist Guidelines:

- a. Process may be directed by PO or practice unit
- b. Process should include ability to respond to and coordinate with payor case managers when the patient is enrolled in formal case management program
- c. Process should include ability to contact health plan case managers when, in the clinician's judgment, unusual circumstances may warrant the coverage of non-covered services, particularly to avoid inpatient admissions or use of other higher-cost services

13.7

Practice has written procedures and/or guidelines on care coordination processes, and appropriate members of care team are trained on care coordination processes and have clearly defined roles within that process

PCP and Specialist Guidelines:

- a. Written procedures and/or guidelines are developed for each phase of the care coordination process
- b. The procedures or guidelines are developed by either the PO or practice unit
- c. Training/education of members of care team are conducted by either the PO or practice

13.8

Care coordination capabilities as defined in 13.1-13.7 are extended to multiple patient populations that need care coordination assistance

PCP Guidelines:

- a. Applicable to all patients with chronic conditions
- b. Written procedures and/or guidelines on care coordination processes may be developed by the PO or practice

Specialist Guidelines:

- a. Applicable to multiple patient populations relevant to the practice
- b. Written procedures and/or guidelines on care coordination processes may be developed by the PO or practice

13.9

Coordination capabilities as defined in 13.1-13.7 are extended to all patients that need care coordination assistance

PCP and Specialist Guidelines:

- a. Written procedures and/or guidelines on care coordination processes may be developed by the PO or practice

13.10

Following hospital discharge, a tracking method is in place to apply the practice's defined hospital discharge follow-up criteria, and those patients who are eligible receive individualized transition of care phone call or face-to-face visit within 24-48 hours

PCP and Specialist Guidelines:

- a. PCP and specialists should coordinate to determine which physician(s) is/are most appropriate for follow-up
- b. Hospital discharge follow-up criteria is defined by the practice

13.11

Practice is actively participating in the Michigan Admission, Discharge, Transfer (ADT) Initiative

PCP and Specialist Guidelines:

- a. Practice maintains an all-patient list that has been sent to MiHIN's Active Care Relationship File in accordance with all MiHIN's specifications
- b. The practice maintains an active and compliant status with the statewide health information exchange (HIE) system.
- c. The practice has a process for managing protected health information in compliance with applicable standards for privacy and security.
- d. The practice connects information received through the HIE process with clinical processes, such as transition of care management following hospitalization.

13.12

Practice is actively participating in the Michigan Admission, Discharge, Transfer (ADT) Medication Reconciliation Use Case

PCP and Specialist Guidelines:

- a. The practice connects medication reconciliation information received through the HIE process with clinical processes, such as transition of care management following hospitalization, and a process exists for updating patient medical records

14.0 Specialist Pre-Consultation and Referral Process

Goal: Process of referring patients from PCPs to specialists, and from specialists to sub-specialists, is well coordinated and patient-centered, and all providers have timely access to information needed to provide optimal care

Applicable to PCPs and specialists.

14.1

Documented procedures are in place to guide each phase of the specialist referral process – including desired timeframes for appointment and information exchange - for preferred or high volume providers

PCP Guidelines:

- a. Practice unit has defined parameters for specialist referral process, including timeframes, scheduling process, transfer of patient information to specialist, and reporting of results from specialist(s), for preferred and high-volume providers

- i. Parameters include procedures to ensure that specialists are being given the information they need prior to appointments, including but not limited to:
 - Care manager name (if one assigned)
 - Names of other specialists seen for same condition
 - Requested service (e.g., single consult, co-management, assumption of care)
 - Please reference introduction, p. 2-3

Specialist Guidelines:

- a. Practice unit has defined parameters for specialist referral process, including when patient is being referred from PCP to specialist, and when specialist is referring to another sub-specialty, for preferred and high-volume providers
 - i. Parameters must define timeframes, scheduling process, transfer of patient information from referring physician to specialist, and reporting of results
 - ii. Parameters include procedures to ensure that PCPs are aware of what information is needed by specialist prior to appointments
 - iii. Parameters include procedures to ensure that when specialist is referring to a different specialist, the referring physician provides information needed prior to appointments

14.2

Documented procedures are in place to guide each phase of the specialist referral process – including desired timeframes for appointment and information exchange – for other key providers

PCP Guidelines:

- a. Other key providers are defined as those to whom patient is referred to manage an uncommon condition of special importance to the patient’s well-being

Specialist Guidelines:

- a. Other key providers are defined as PCPs who refer patients for management of an uncommon condition of special importance to the patient’s well-being

14.3

Directory is maintained listing specialists to whom patients are routinely referred

PCP Guidelines:

- a. Practice Units have defined and validated the criteria which are most important to them when referring patients to a specialist, and revise or update database of preferred physicians regularly

Specialist Guidelines:

- a. For PCPs with whom the specialist shares a meaningful number of patients, specialists will provide PCPs or POs with information needed to maintain the PCP’s directory
 - i. Information should include current contact information (phone, address, fax, list of key contacts: office manager, appt scheduler), provider updates (new providers or if providers left practice), new procedures/techniques available, any insurance

- changes, and a summary of any other key changes in the practice (EMR, patient portal)
- ii. Specialist must contact PCP or PO to validate information at least annually and update when necessary

14.4

PO or Practice Unit has developed specialist referral materials supportive of process and individual patient needs

PCP Guidelines:

- a. Materials for processing the referral in the PCP office and for receipt by the specialist include the following information:
 - i. Basic information about the specialist, including name, office location and hours
 - ii. Expectations about the specialist visit: e.g., consultation, test/procedure, transfer of responsibility for patient management
 - iii. Expected duration of specialist involvement, if PCP is able to determine in advance
 - iv. How quickly patient should see the specialist
 - v. Referral materials may be provided to specialist and patient (where appropriate for patient) in writing or via email
 - If referral materials are not appropriate for patient, verbal or other communication mechanism may be used to ensure patient understands timeframe and purpose of referral

Specialist Guidelines:

- a. Processes are in place to ensure PCP referral materials are used appropriately by the specialist and other team members in the specialist office
- b. Specialist practice must provide patient with a summary of the specialist appointment, including:
 - i. Diagnosis, medication changes, plan of care
 - ii. Expected duration of specialist involvement
 - iii. When the patient should return to the specialist and when the patient should return to the PCP
- c. Visit information must be provided to patient in writing at time of visit

14.5

Practice Unit or designee routinely makes specialist appointments on behalf of patients

PCP Guidelines:

- a. Practice Units may coordinate with central scheduling office or specialist office to have appointments made on behalf of patients in timely manner
- b. Exceptions may be made if patient prefers to make own appointment, but follow-up should then occur to ensure that patient was able to secure appointment in a timely manner

Specialist Guidelines:

- a. Specialist coordinates with PCPs to make appointments for patients when requested to do so by PCP

- b. Responsibility for notifying patient of appointment date and time is clearly established
- c. Specialists schedule any out of office or sub-specialist referrals and notifies PCP of these appointments

14.6

Each facet of the interaction between preferred/high volume specialists and the PCPs at the Practice Unit level is automated by using electronically-based tools and processes to avoid duplication of testing and prescribing across multiple care settings

PCP Guidelines:

- a. Practice Units have built processes into existing patient registry, portal system, or EMR, or utilize other tools (e.g. Fusion by CareFX)
- b. Policies have been developed to ensure safe, HIPAA compliant information exchange for all information related to the specialist referral process

Specialist Guidelines:

- a. Specialist has capability to accept electronically-generated referrals via patient registry, portal system, or EMR, or other tools (e.g. Fusion by CareFX)
- b. Policies have been developed to ensure safe, HIPAA compliant information exchange for all information related to the specialist referral process

14.7

For all specialist and sub-specialist visits deemed important to the patient's well-being, process is in place to determine whether or not patients completed the specialist referral in a timely manner, reasons they did not seek care if applicable, additional sub-specialist visits that occurred, specialist recommendations, and whether patients received recommended services

PCP Guidelines:

- a. System must be in place to determine whether the patient was seen, to identify what was done or recommended and whether the recommendations, including testing, procedures or follow up visits, occurred.
- b. The patient's care plan should be updated to reflect the specialist results and recommendations

Specialist Guidelines:

- a. System is in place to inform PCPs when patients are seen, identify what was done or recommended and whether the recommendations, including testing, procedures or follow up visits, occurred.
 - i. If patient is not seen, specialist conducts outreach to patient and PCP is notified

14.8

Appropriate Practice Unit staff are trained on all aspects of the specialist referral process

14.9

Practice Unit regularly evaluates patient satisfaction with most commonly used specialists, to ensure physicians are referring patients to specialists that meet their standards for patient-centered care

PCP Guidelines:

- a. Evaluation of patient satisfaction may consist of conversations between clinician and patient following specialist visit, patient satisfaction survey results from specialist office, or formal survey conducted by the primary care practice
- b. Results must be quantified, aggregated, and tracked over time
- c. Evaluation should be conducted at least annually
- d. If specialists are not meeting standards for patient-centered care, timely follow-up occurs (e.g., PCP may contact specialist's office to discuss concerns; referral patterns may be modified)

Specialist Guidelines:

- a. Specialist conducts patient satisfaction survey and provides results to referring PCPs

14.10

Physician-to-physician pre-consultation exchanges are used to clarify need for referral and enable PCP to obtain guidance from specialists and subspecialists, ensuring optimal and efficient patient care

PCP Guidelines:

- a. Documented procedures are in place outlining processes to be followed for pre-consultation exchanges, when appropriate, and related documentation

Specialist Guidelines:

- a. Specialist practice has mechanism in place to ensure PCP access to timely pre-consultation exchanges

14.11

When patient has self-referred to specialist, specialist obtains information from patient about PCP and informs PCP of patient's visit so PCP follow-up can be conducted

PCP Guidelines:

- a. PCP conducts follow-up with patients who have self-referred to specialist

Specialist Guidelines:

- a. Specialist routinely notifies PCP of visits when patients have self-referred