LHD TRAINING
on REGISTRATION SCREEN CHANGE
for Identifying PCP/FQHC

Primary Care Provider/Federally Qualified Health Center

December 15, 2009

9:30am-10:30am EST

Janet Overstreet, TRAINER

OBJECTIVES:

- For LHD staff to be able to identify patients who also receive services (specific age group Immunizations or PAP smears) at FQHCs
- For LHD staff to be able to recognize the field on the Registration Screen for entering the PCP/FQHC identifier
- Identify the importance of attaining a signed Disclosure for releasing patient health information to ensure HIPAA Privacy compliance
- Identify the necessary reporting requirements

Targeted FQHC Patients:
(HRSA annual reporting requirements)

- **Two-year old Immunizations**: annually, children that turn two within the measurement year with one visit within that measurement year. (The reason for the visit is irrelevant.)

- **EXAMPLE:** A 16 month old child had one visit at the FQHC for acute care but received well-child care (with immunizations) at the LHD (or private provider). If they turned two within the calendar year, the FQHC must have complete immunization documentation for that child. Therefore they would need ALL immunizations given from birth to date.

- *In the near future, this will also apply to 3 year old children for lead screenings.*

Targeted FQHC Patients:
(HRSA annual reporting requirements)

- **PAP Smears**: Women age 21-64 with a pap test within the measurement year or 2 previous years.
- It is all women within the age group with at least one visit to the FQHC (reason for visit is irrelevant).
- The FQHC needs all PAP test results (normal and abnormal) on an on-going basis.
- *In the near future, this will also apply to mammograms.*

Reporting Requirements:

- The PCP field on the Registration Screen will be slightly changed to accept the Numeric/Alpha characters to identify **1A**) No PCP; **2A**) PCP not FQHC; **3A,B,C…-22A,B,C** FQHCs

- The PCP field will have a hard edit and thus will be a **Required** field to complete.

- Staff using old Bridge or Graphic User Interface (GUI) will need to enter the Numeric/Alpha characters; Barren River Dist. staff, piloting the new CMS Portal (WIC Household) will have a drop-down box with these options listed.

- LHD staff using old Bridge and GUI will need to maintain a paper copy of the FQHC site codes. We are working with CDP to see if those using GUI can have a drop down box at the top of the page that would contain the PCP/FQHC identifying information.

Reporting Requirements:

- If you enter from 3A through 22C; you will need to **complete** a "Disclosure of Patient Health Information" (i.e., Release of Information) document identifying the FQHC.

  If the patient names a specific doctor, you will need to determine if they are affiliated with a FQHC.

- The expiration date should be listed as December 31 of the current year; therefore the Disclosure would only be needed once per year.

- Suggested language for the Reason for Disclosure:

  "PAP smears (and results) provided by this department during this calendar year or the two previous years, may be disclosed to the named FQHC to meet their federal reporting requirements."

  "Immunizations from birth and through this current year may be disclosed to the named FQHC to meet their federal reporting requirements."

Reporting Requirements:

- A copy of the Disclosure will need to be sent to: Janet Overstreet (Dept. for Public Health, Administration & Financial Management, Local Health Operations, 275 East Main Street, HS1W-B, Frankfort, KY 40621)

- DPH **will not** disclose patient information for those patients where a Disclosure document has not been received by DPH; therefore, those patient services will not be forwarded on behalf of the LHD to the FQHCs.

- Patients that may have not been identified with the Numeric/Alpha character at the time of service will also have to be completed between the LHD and FQHC.

- FQHC patients, who also receive services with LHDs, may or may not present at LHDs with a Referral from the FQHC.

- LHD contact: Janet Overstreet (502) 564-6663, ext. 3150 or e-mail JanetD.Overstreet@ky.gov