

March 2023

Attention: All Primary Care Practitioners (Medi-Cal LOB)

RE: INITIAL HEALTH APPOINTMENT (IHA)

Completing a timely Initial Health Appointment (IHA) provides an opportunity for members to establish a relationship with their PCP and obtain necessary health care and preventative services, which can lead to positive health outcomes and improvement in their overall health status. All newly enrolled members must receive an Initial Health Appointment (IHA) within 120 days of enrollment ([DHCS APL 22-030](#)) See All Plan Letters link.

Starting January 1<sup>st</sup>, 2023, the completion of an Individual Health Education Behavioral Assessment (IHEBA) also known as an SHA (Staying Healthy Assessment form) will no longer be required at the IHA visit.

A minimum of three documented attempts must be made to schedule the timely IHA, with at least one phone call and one letter. If the member has been contacted but has missed a scheduled IHA appointment, please evidence the mandated three additional documented attempts to reschedule the appointment; at least one attempt to contact the member by telephone and at least one attempt to contact the member by letter.

The IHA consists of a comprehensive health history (medical, social, family, etc), physical exam, including a review of systems.. This visit should include, but is not limited to, immunizations ([ACIP Guidelines](#)), medical testing and treatment, review of Preventative Services and screenings ([USPSTF](#)). Although there is no specific form, complete documentation of this visit is required to be kept in the patient's medical record (age-appropriate physical evaluation templates). Provision of the assessment or that of a comparable comprehensive assessment needs to be documented in the patient's medical chart.

- All Plan Letter 22-030 ([DHCS APL 22-030](#)) See All Plan Letters link.
- [AAP/Bright Futures Periodicity Schedule](#)
- [Advisory Committee on Immunization Practices ACIP Guidelines](#)
- [USPSTF Recommendations](#)
- [Age-appropriate physical evaluation templates](#)

You may use the following standards to complete documentation of the IHA in the medical record:

# INITIAL HEALTH APPOINTMENT AUDIT TOOL



## Medical Records Review Audit

Attachment 70.29.1.14

<b>ENROLLMENT QUARTER</b>	<b>ENROLLMENT YEAR:</b>
<b>COUNTY:</b>	<b>AUDITOR:</b>
<b>IPA/Medical Group:</b>	
<b>PROVIDER NAME:</b>	<b>SPECIALTY:</b>

Score Criteria: Met = 90% - 100% Not Met = ≤ 89%  
(Value Score: Yes=1, No=0, N/A=1)

ALL MEMBERS		Yes	No	N/A	Comment	Source
1	The IHA was performed within 120 days of enrollment.	0	0	0		<a href="#">APL22-030</a>
2	The medical record reflects diagnostic, treatment and follow-up services for symptomatic findings or risk factors identified in the IHA within 60 days following discovery.	0	0	0		<a href="#">APL22-030</a>
3	The medical record reflects TB assessments for all members: TB Screen/Test or CXR results for positive skin tests results.	0	0	0		<a href="#">AAP Periodicity Schedule</a> <a href="#">TB Screening in Adults</a>
4	If IHA has not been completed, the medical record reflects attempts to schedule IHA per Health Plan policy.	0	0	0		<a href="#">APL22-030</a>
5	If the IHA has not been completed due to missed appointments, the medical record reflects documented missed appointments and at least (2) attempts for follow-up, as appropriate, including one attempt by telephone and one by letter or postcard.	0	0	0		<a href="#">APL22-030</a>
6	Immunization information is reported to the California Immunization Registry (CAIR) within 14 days of the immunization.	0	0	0		<a href="#">APL18-004</a>
7	The medical record reflects that the HPV immunization was offered to age appropriate males and females (ages 9-26 years).	0	0	0		<a href="#">MMCD Policy Letter PL 07-015</a>
8	Initial and annual assessment of tobacco use for each adolescent and adult member.	0	0	0		<a href="#">APL16-014</a>
9	The medical record reflects an assessment of alcohol/drug misuse, using a validated screening tool, for members ages 11 years and older. The name of the screening tool and score are documented in the medical record.	0	0	0		<a href="#">APL21-014</a>
10	For positive alcohol/drug misuse screening results, the medical record reflects assessment using a validated assessment tool, and documentation that brief misuse counseling has been offered and/or referral for additional evaluation and treatment.	0	0	0		<a href="#">APL21-014</a>
11	Vital signs completed per guidelines (including BP, head circumference, BMI)	0	0	0		<a href="#">AAP Periodicity Schedule</a>
12	Dyslipidemia Risk Assessment / Screening completed.	0	0	0		<a href="#">AAP Periodicity Schedule</a>
13	Hepatitis B Risk Assessment/Screening completed.	0	0	0		<a href="#">AAP Periodicity Schedule</a>
14	Hepatitis C Risk Assessment/Screening completed.	0	0	0		<a href="#">AAP Periodicity Schedule</a>
<b>ALL MEMBER SECTION SCORE (14 questions) :</b>		<b>0</b>	<b>0</b>	<b>0</b>		
PEDIATRIC MEMBERS (Ages 0 - 20 yrs)		Yes	No	N/A		
15	For Members under 21 Years of age the medical record reflects completion of an age appropriate IHA according to the most recent edition of the American Academy of Pediatrics (AAP) age specific guidelines and periodicity schedule.	0	0	0		<a href="#">AAP Periodicity Schedule</a>

16	The medical record reflects a dental screening/oral assessment and dental referral starting at age 3 or earlier , if warranted.	0	0	0		<a href="#">APL18-007</a>
17	12. The medical record includes a risk assessment or lab screening for anemia according to the most recent edition of the USPSTF periodicity table. Screening by lab testing should be performed at age 12 months.	0	0	0		<a href="#">AAP Periodicity Schedule</a>
18	The medical record includes identification, treatment and follow-up on obese members.	0	0	0		<a href="#">USPSTF Screening for Obesity Children &amp; Adolescents</a>
19	The medical record includes documented age-appropriate immunization(s).	0	0	0		<a href="#">USPSTF Immunization Guidelines for children</a> <a href="#">CDC Recommended Child &amp; Adolescent Immunization Schedule</a>
20	The medical record includes documented age-appropriate administration of an IPV vaccine (#1: 2 mos, #2: 4 mos, #3: 6 - 15 mos, #4: 4-6 years).	0	0	0		<a href="#">USPSTF Immunization Guidelines for children</a> <a href="#">CDC Recommended Child &amp; Adolescent Immunization Schedule</a>
21	The medical record includes a documented testing for lead poisoning in IHA (if appropriate). (Lead level checks at ages 12 mo, 24 mo, and 72 mo).	0	0	0		<a href="#">APL20-016</a>
22	Follow-up lead re-check done on lead levels 10 to 14 in 3 months.	0	0	0		<a href="#">APL20-016</a>
23	Follow-up lead confirmatory (venous) re-check is performed on level levels 15 to 19 within 1-2 months.	0	0	0		<a href="#">APL20-016</a>
24	Referred to County Lead Program for lead levels above 15.	0	0	0		<a href="#">APL20-016</a>
25	The medical record includes documented testing for Sickle Cell (SCA) trait in the IHA (if appropriate).	0	0	0		<a href="#">PL98-06</a>
26	Maternal depression screening completed. [by 1 month, 2 mos, 4 mos, 6 mos]	0	0	0		<a href="#">AAP Periodicity Schedule</a>
27	Autism Spectrum Disorder screening and/or Developmental Surveillance completed	0	0	0		<a href="#">AAP Periodicity Schedule</a>
28	Vision screening completed. (starting with risk assessment as a newborn)	0	0	0		<a href="#">AAP Periodicity Schedule</a>
29	Hearing screening completed. (starting as a newborn)	0	0	0		<a href="#">AAP Periodicity Schedule</a>
<b>SECTION SCORE PEDIATRICS (15 questions) :</b>		<b>0</b>	<b>0</b>	<b>0</b>		
<b>SPD MEMBERS</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>		
30	The Health Risk Assessment for the SPD member is present in the medical record.	0	0	0		<a href="#">MMCD Policy Letter PL 12-004</a>
31	The SPD member has received all necessary information regarding their treatment and services so that they can make an informed choice.	0	0	0		<a href="#">MMCD Policy Letter PL 12-004</a>
32	The medical record reflects that the SPD member agrees with the plan for treatment and services.	0	0	0		<a href="#">MMCD Policy Letter PL 12-004</a>
<b>SCORE SPD MEMBERS (3 questions):</b>		<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL COMBINED POINTS of ALL SECTIONS:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>Final Score:</b>	<b>0</b>
<b>Compliance Score:</b>		<b>NA</b>			<b>CAP Required:</b>	<b>No</b>

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## Medical Records Review Audit

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<b>ENROLLMENT QUARTER:</b>		<b>ENROLLMENT YEAR:</b>	
<b>COUNTY:</b>		<b>AUDITOR:</b>	
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<b>PROVIDER NAME:</b>		<b>SPECIALTY:</b>	

**Score Criteria: Met = 90% - 100% Not Met = ≤ 89%**  
**(Value Score: Yes=1, No=0, N/A=1)**

ALL MEMBERS		Yes	No	N/A	Comment	Source
1	The IHA was performed within 120 days of enrollment.	0	0	0		<a href="#">APL22-030</a>
2	The medical record reflects diagnostic, treatment and follow-up services for symptomatic findings or risk factors identified in the IHA within 60 days following discovery.	0	0	0		<a href="#">APL22-030</a>
3	The medical record reflects TB assessments for all members: TB Screen/Test or CXR results for positive skin tests results.	0	0	0		<a href="#">TB Screening in Adults</a>
4	If IHA has not been completed, the medical record reflects attempts to schedule IHA per Health Plan policy.	0	0	0		<a href="#">APL22-030</a>
5	If the IHA has not been completed due to missed appointments, the medical record reflects documented missed appointments and at least (2) attempts for follow-up, as appropriate, including one attempt by telephone and one by letter or postcard.	0	0	0		<a href="#">APL22-030</a>
6	Immunization information is reported to the California Immunization Registry (CAIR) within 14 days of the immunization.	0	0	0		<a href="#">APL18-004</a>
7	The medical record reflects that the HPV immunization was offered to age appropriate males and females (ages 9 - 26 years).	0	0	0		<a href="#">MMCD Policy Letter PL 07-015</a>
8	Initial and annual assessment of tobacco use for each adolescent and adult member.	0	0	0		<a href="#">APL16-014</a>
9	The medical record reflects an assessment of alcohol/drug misuse, using a validated screening tool, for members ages 11 years and older. The name of the screening tool and score are documented in the medical record.	0	0	0		<a href="#">APL21-014</a>
10	For positive alcohol/drug misuse screening results, the medical record reflects assessment using a validated assessment tool, and documentation that brief misuse counseling has been offered and/or referral for additional evaluation and treatment.	0	0	0		<a href="#">APL21-014</a>
11	Vital signs completed per guidelines (including BP, head circumference, BMI)	0	0	0		<a href="#">AAP Periodicity Schedule</a>
12	Dyslipidemia Risk Assessment / Screening completed.	0	0	0		<a href="#">AAP Periodicity Schedule</a>
13	Hepatitis B Risk Assessment/Screening completed.	0	0	0		<a href="#">AAP Periodicity Schedule</a>
14	Hepatitis C Risk Assessment/Screening completed.	0	0	0		<a href="#">AAP Periodicity Schedule</a>
<b>ALL MEMBER SECTION SCORE (14 questions) :</b>		<b>0</b>	<b>0</b>	<b>0</b>		
ADULT MEMBERS		Yes	No	N/A		
15	For Asymptomatic Adults the medical record reflects completion of an age appropriate IHA according to the most current edition of the Guide to Clinical Preventive Services published by the U.S. Preventive Services Task Force (USPSTF) as documented by a history & physical & review of organ systems.	0	0	0		<a href="#">A and B Recommendations   United States Preventative Taskforce (uspreventivetaskforce.org)</a>
16	The medical record includes colon and rectal cancer screening for adults 50 years to 75 years old.	0	0	0		<a href="#">USPSTF Colorectal Screening</a>
17	The medical record includes documented immunizations for adults as required. (Tdap, Flu, pneumovax).	0	0	0		<a href="#">CDC Vaccine Schedules for Adults</a>
<b>ADULT SECTION SCORE (3 questions):</b>		<b>0</b>	<b>0</b>	<b>0</b>		

FEMALE MEMBERS		Yes	No	N/A	
18	The medical record includes a documented Mammogram every 2 years for adults 50 years to 75 years old.	0	0	0	<a href="#">USPSTF Mammogram - Breast Cancer Screening</a>
19	The medical record includes documented Osteoporosis screening for females 65 years and older.	0	0	0	<a href="#">USPSTF Osteoporosis screening</a>
20	The medical record includes documented Chlamydia screen for all sexually active females through 26 (high risk-such as but not limited to, new or multiple sex partners, prior hx of STD, not using condoms consistently & correctly).	0	0	0	<a href="#">USPSTF Chlamydia &amp; Gonococcal Infection Screening</a>
21	Screening for cervical cancer in women ages 21 to 65 years with cytology (Pap Smear) every 3 years.	0	0	0	<a href="#">USPSTF Cervical Cancer Screening</a>
<b>FEMALE SECTION SCORE (4 questions):</b>		<b>0</b>	<b>0</b>	<b>0</b>	
MALE MEMBERS		Yes	No	N/A	
22	Prostate Specific Antigen (PSA) testing for men annually 45 years of age with high risk and ages 50-70 for men with average risk.	0	0	0	<a href="#">USPSTF Prostate Cancer Screening</a>
<b>MALE SECTION SCORE (1 question) :</b>		<b>0</b>	<b>0</b>	<b>0</b>	
SPD MEMBERS		Yes	No	N/A	
23	The Health Risk Assessment for the SPD member is present in the medical record.	0	0	0	<a href="#">MMCD Policy Letter PL 12-004</a>
24	The SPD member has received all necessary information regarding their treatment and services so that they can make an informed choice.	0	0	0	<a href="#">MMCD Policy Letter PL 12-004</a>
25	The medical record reflects that the SPD member agrees with the plan for treatment and services.	0	0	0	<a href="#">MMCD Policy Letter PL 12-004</a>
<b>SCORE SPD MEMBERS (3 questions):</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL COMBINED POINTS of ALL SECTIONS:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>Final Score: 0</b>
<b>Compliance Score:</b>		<b>NA</b>			<b>CAP Required: No</b>