



*Prevention & Medical Care
To Help You Live Better, Longer.*

New Primary Care Practitioner Checklist

VMG Basics:

VMG Mission Vision Values-on intranet

VMG Compact-on intranet

VMG Leadership Structure

Human Resources

Credentialing

Risk Management

Health Center Leadership Structure

Meeting schedules (Provider meeting, FP provider meetings, clinical staff meeting, Shareholder meetings, primary care meetings)

Meeting expectations-attendance

ADP-PTO/FMLA

CME stipend

Athena messenger

Required Annual trainings (Medicare Fraud/Abuse, Compliance, TB, microscope competency)

Acknowledgement of policies yearly

Triage

Cortext

Intranet page resources

Intranet SNAPSHOTS

Support Groups

Clinical Guidelines – How VMG gives Standard Care

Vacation expectations-pre vacation messages

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Reception

Managing your schedule

Calling out sick (GHC 4137723355)

Virtual visit/Respiratory Visits/Hybrid

Smoking Cessation Program

Shared Medical Appointments

CSRP:

Process, contract, registering a patient, expectations.

Mass Pat/PMP registration

Substance use disorder treatment-Buprenorphine

Benzodiazepine

Medical Marijuana Policy

Referrals:

Basic referral-highlighted specialists preferred by health center.

Exporting chart steps

Ordering Imaging (CT scans-readicat must be ordered)

How to order: Sleep studies (home or facility), echo (provider choices ie: out of hospital cheaper), stress tests, barium swallows, PFTS

QM tab related orders ie: colonoscopy, mammogram (better care, coordination, point of service reminder) Updating QM tab with intervals, excluding.

Internal referrals: KEEPAGE

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colposcopies, endometrial biopsies, skin procedures, IUDs, suboxone, VMG subspecialties

Lab:

Standing orders and changing frequency of standing orders

Communicating with outreach-patient cases re: intervals

CC: specialists

Stat labs (in house vs. other lab)

Add on labs

Pap smears/Pathology-biopsies: how to manage.

Ordering stat labs at BFMC or CDH

Hours of operation (when can last stat labs be ordered in each health center)

Alarms

Ordering in future

Covid testing

POC testing (done by MA)

Finding lab orders (pending/submit/submitted)

Radiology:

Mammogram: ordering, follow up on abnormal, management of pathology if radiologist does biopsy

Wet Reads

Using computer for viewing (password, etc.)

Bone Density

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EHR:

Encounter Plans (EP)

Delegating clinical staff

Ordering labs, xrays, referrals

Changing usual provider

Updating Care Team

Order Sets

Managing QM tab/ Tying orders to QM tab

Saving A/P section as template

Using Accelerators-Creating macros/Using other provider macros

Billing tab

Ordering follow up labs or imaging (6M from now)

Clinical inbox management:

where to send messages (nursing, staff, CSRP, clinical clerk, referrals, paprn, ghcfprn),
how to prioritize, red flags, vacation coverage expectations.

Communication with patients on portal /Sending messages to patients on portal

Exporting chart/Creating a letter/Print forms

MOLST forms-ACP

CCM form/billing

PVIX

Virtual Visit macros-time for Medicare phone visits

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VMG Subspecialties

Sports Medicine

Rheumatology

Physical Therapy-specialties within department

Podiatry

Integrated Behavioral Health -Cognitive testing

Behavioral Health

Endocrinology (DM, Thyroid biopsies, Transgender)

Nutrition vs Diabetic Education vs Integrated Nutrition vs DM classes

Case Management:

Appropriate referrals based on insurance plans

CHF management

Hospital Follow up-TCMS

Partners ACO-iCMP

CCA referrals-within Athena

Community Resources/Referrals

VNA/Hospice

Senior Resources-Life Path

Prescribe the YMCA (GHC)

Life Path-My Life My Health Classes (GHC)

Servicenet , CSO, CHD- behavioral health resources

Commonwealth Care Alliance

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PHP

MCPAP program

SHINE offices

Northern Hope/Methadone Clinics

Dispatch Health

Bright Futures

Look 4 Help

Familydoctor.org

Healthwise

ACE Universal

AAFP cognitive care kit

TALKS on intranet

DCF (paperwork for 51A)

Elder Abuse mandated reporting

Billing: (refer to intranet page)

Basics (213/214/make sure you click GREEN box)

NP/PA incident to and Direct billing

BCBS cosign (NP/PA)

Who to call with questions

PHAs (<65, Medicare)

Adding 25 modifier-when is this appropriate?

Billing procedures (what is global?)

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Transitional Care codes? TCMS requirements

Advanced care planning

Smoking cessation-counseling billing

Cardiovascular counseling

AUDIT/PHQ-9

Medicare Weight loss billing-must have obesity on problem list

HCC/RAF

Medicare phone visit billing 99441/2/3

VMG Committees/Clinical Champions/Leadership opportunities

Meeting schedule on intranet page

VMG Diversity and Inclusion

Opportunities for involvement-champions, committees

Clinical Champions-updates on intranet/clinical guidelines

Board of Directors

Provider Compact

Board Committees

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