

<b>PHYSICIANS DATA TRUST</b>	
<b>POLICY AND PROCEDURE</b>	
Title: <b>PREVENTIVE HEALTH CARE SERVICES</b>	Policy & Procedure Number: <b>QI 1.23</b>
Prepared by:  <b>Mary DeWalle QM Administrator</b>	Departments Affected: <b>QI, PROVIDER RELATIONS, CUSTOMER SERVICE, AND MARKETING STAFF</b>
	Related Policies:
Effective Date: <b>12/01/2001</b>	Last Revision: <b>12/02, 2/04, 4/06, 3/08, 6/10</b>

## **PURPOSE**

To provide a mechanism for approving new and revised preventive health (PH) guidelines for the prevention and early detection of illness and disease and distributing the guidelines to all appropriate IPA providers and to members upon member request.

## **SCOPE**

This policy encompasses the Medical Director, the IPA Quality Improvement Committee (QIC), Provider Relations staff, IPA providers/office staff and IPA members.

## **POLICY**

The IPA will review, maintain and provide the IPA provider network with PH guidelines based on the following age categories of members:

- Infants up to 24 months;
- Children and adolescents, two-19 years;
- Prenatal and perinatal care;
- Adults, 20-64 years; and
- Seniors, 65 and older.

Specific PH guidelines will be derived from nationally recognized organizations and will be based on current scientific literature. References include but, are not limited to: U.S. Preventive Services Task Force (USPSTF), Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), etc. PH Guidelines are to be followed in an effort to reduce the incidence of and provide early detection of illness and disease.

## **PROCEDURE**

1. The Quality Improvement (QI) department will compile PH information from various sources of authority and forward this information to the Medical Director for review.
  - 1.1 This information may be from a contracted Health Plan, after approval to use has been granted.
2. The Medical Director will review the proposed PH guidelines prior to presentation to the Quality Improvement Committee (QIC), which is the decision-making body regarding adoption of PH guidelines.
3. The Medical Director may make recommendations for review and discussion.
4. The QM Administrator, or their designee, will review the Medical Director recommendations and prepare this information for QIC review.

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5. The QIC will review and discuss the information presented and may either adopt a specific set of guidelines or establish its own PH guidelines based on scientific basis or authority.
6. The QI department will then prepare the approved PH guidelines to be forwarded to the Provider Relations or Customer Service department representative for distribution.
7. Approved PH Guidelines will be distributed to all applicable providers, including all new providers who join the IPA.
8. The Provider Relations staff, under the direction of the Administrator, will distribute the PH guidelines via orientation materials, special mailings, newsletters or provider manuals to the appropriate providers.
9. Customer Service staff will mail the information to members, upon their request.
10. Provider Relations will include information in member newsletters as developed.
11. Providers will utilize the guidelines as appropriate when treating members.
12. The QM Administrator will ensure that the appropriate committee re-reviews the PH guidelines at least every two years and more frequently if national guidelines change.

**Attachment:**

Current Preventive Health Guideline

*End of Policy and Procedure*