

On-site document checklist

California | Anthem Blue Cross | Medi-Cal Managed Care

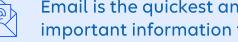
Please provide documentation of the following checked ([]) items:	Policies	Evidence o and staff (sign-in Annually within the last 3 years	training	Office documents
Blood borne pathogens exposure	✓	✓		
prevention 2. Biohazardous waste handling	√	✓		
Infection control/universal precautions	V ✓	▼		
·	∨	•	√	
4. Fire safety/prevention	∨			
5. Disability rights and provider obligations	·		√	
6. Emergency non-medical procedures	√		√	
7. Child/elder abuse/domestic violence reporting	√		✓	
8. Emergency medical procedures	✓		✓	
9. Patient confidentiality	✓		✓	
10. Informed consent for invasive procedures	✓		✓	
11. Sensitive services/minors' rights	✓		✓	
12. Prior authorization	✓		✓	
13. Health plan referral	✓		✓	
process/procedure/resources				
14. Grievance/complaint procedure and grievance forms (plan specific)	√		✓	
15. Cultural and linguistics	✓		✓	
16. Posted Notice to Consumers of Civil Rights/ Nondiscrimination				√
17. All professional licenses and Drug Enforcement Agency (DEA) of all professionals on-site including ancillary providers (OB-GYN, chiropractor, podiatrist, physical therapist)				✓
18. Posted <i>Notice to Consumers</i> for the licensed MD(s) and/or Physician Assistant(s) with QR code				✓
19. MA certificates and evidence of training for the following services provided on				✓

site:		
Hearing screening*		
Vision screening*		
Anthropometric		
measurements/BMI%*		
Dental screenings/fluoride varnish		
application*		
• Phlebotomy		
* Please submit to the reviewer copies of		
certificates or other evidence of training for		
these four topics at the time of the review.		
20. Provider and staff signature page		
(for non-EMR users to assist the		✓
auditor in identifying provider/staff		
signatures/initials on patient charts)		
21. Site specific, written bloodborne		
pathogens exposure control plan, and		✓
sharps injury incident log/form		
22. Pharmaceutical and lab supplies		
inventory monitoring, handling, and		✓
disposal policies and procedures		
23. Inventory logs to monitor expiration of		
supplies in the last three years		✓
(emergency kit, medications, lab		,
supplies)		
24. Daily refrigerator and freezer		
temperature logs in the last three years		✓
25. Vaccine Protection Plan		
		✓
26. Routine quality control test result logs for		
lab test equipment (glucometers,		✓
urinalysis machines) in the last three		
years per manufacturer's instructions		
27. Clearly diagrammed evacuation route for		
emergencies posted at all designated		√
entrances/exits, stairs, and elevators		
28. Current vaccine information statements		
(VIS) for all vaccines administered on-site		✓
29. Health education materials/hand-outs in		
all applicable languages and topics		✓
30. Medical record release form to also		
include: 1) Area to indicate the specific		
notes to be released; 2) Expiration of		✓
release; and 3) Purpose for release		
release, and 3) Fulpose for release		

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31. Confidentiality agreement with external vendors who may have access to medical records (for example, cleaning crew)	✓
32. Office fax cover pages with confidentiality statement	✓
33. Clinical Laboratory Improvement Amendments of 1988 (CLIA) certificate	✓
34. Most recent service contract and pick-up receipt for regulated medical waste in the last three years	✓
35. Site-specific written schedule of routine cleaning/log in the last three years	✓
36. Site-specific policy/procedures or manufacturer's instructions for instrument/equipment sterilization (if applicable)	✓
37. Spore testing of autoclave/steam sterilizer with documentation results at least monthly in the last three years (if applicable)	~
38. Standardized procedures for nurse practitioners and practice agreement(s) with physician assistants (if applicable)	✓
39. Current California Radiologic Health Branch Inspection Report of X-ray equipment (if applicable)	✓





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To start receiving email from us (including some sent in lieu of fax or mail), submit your information using the QR code to the right or via our online form: http://anthem.ly/signup-abc-ca.