

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

NUMBER: 2074

VERSION: 2

SUBJECT/TITLE: INITIAL HEALTH ASSESSMENT

POLICY: Olive View-UCLA Medical Center (OVMC) shall complete an Initial Health Assessment (IHA), including Comprehensive Age/ Sex specific history physical and Individual Health Education Behavioral Assessment (IHEBA) for each new member within 120 calendar days of enrollment.

PURPOSE: To ensure new enrollees of Medi-Cal managed care programs in the Department of Health Services (DHS)/OVMC receive a timely IHA according to California State Department of Health Care Services (DHCS) regulations and established timeframes. It is recommended that PASC-SEIU/IHSS enrollees receive an IHA.

DEPARTMENTS: AMBULATORY CARE

DEFINITIONS: **Initial Health Assessment (IHA):** A comprehensive assessment completed within the patient initial encounter(s) with a selected or assigned primary care physician (PCP), appropriate medical specialist, or non-physician medical provider and must be documented in the patient's medical record. The IHA enables the patient's PCP to access and manage the acute, chronic and preventive health needs of the patients.

Individual Health Education Behavioral health Assessment (IHEBA): Also known as "Staying Healthy." This tool should be administered in accordance with the State DHCS requirements. It is a standardized health education assessment tool designed to identify patient's high-risk behaviors, prioritize patient health education needs, initiate interventions, referrals and follow up.

High Risk Individual: An individual whose family history and/or life style indicates a high tendency towards disease, or who belong to a group (socioeconomic, cultural, or otherwise) which exhibits a higher tendency toward a disease.

Primary Care Physician: A physician responsible for supervision, coordinating and providing initial and primary care to patients and serves as the medical home for the patient. The medical home is where care is accessible, continuous, comprehensive and culturally competent. The PCP is a general practitioner, internist, pediatrician, family practitioner, or obstetrician/gynecologist (OB/GYN).

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PROCEDURE: Upon receipt of the monthly new patient listing, OVMC – Patient Access Center (PAC) conducts outreach to the new patient enrollees to schedule an appointment. PAC staff will attempt to contact patient by telephone. If unable to reach will send out a letter (e.g. unable to contact), to contact the PAC to schedule IHA appointment and document in the medical record.

If the patient does not keep the scheduled appointment for their IHA

- o The clinic staff will complete the following:
 - a) Document the broken appointment in the medical record
 - b) Contact the patient to attempt to reschedule the IHA
 - c) Follow OVMC Broken Appointment Policy & Procedure #5242

OVMC providers shall follow the DHS/MCS IHA guidelines described in their Initial Health Assessment/Periodic Health Assessment Policy & Procedure MCS-QM.0002

The IHEBA forms are available at:

<http://www.dhcs.ca.gov/formsandpubs/forms/Pages/StayingHealthy.aspx>

**REFERENCES/
AUTHORITY:** Department of Managed Health Care (DMHC) QM-005 Title 28 CCR 1300.70
California State DHCS “Staying Health Assessment Tool”
MCS IHA Bulletin 9/14/2015
MCS-QM.0002 Initial Health Assessment/Periodic Health Assessment
OVMC P & P #5242 Broken Appointment
Title 22 Sections 51348, 53851, and 53910.5

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