

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

GUIDANCE DOCUMENT

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Pursuant to
Neb. Rev. Stat. § 84-901.03



PROVIDER BULLETIN

No. 19-03

DATE: July 2, 2019

UPDATED: November 22, 2019

TO: Medicaid HCBS DD Waiver Service Providers

FROM: Courtney Miller, Director Division of Developmental Disabilities

BY: Katie Weidner, Program Manager

RE: **Use of Appointments in the Therap Health Tracking Module**

This bulletin is being issued to inform all Medicaid HCBS DD Service Providers that, effective October 1, 2019, the use of the Appointments form in the Therap Health Tracking module is **REQUIRED** for recording annual physicals and any other medical appointments for which the provider is responsible. All annual physicals and other medical appointments occurring on or after October 1, 2019 must be documented in the Appointments form.

While the retention of annual physical and other medical appointment information has always been a requirement of providers, the change to require the use of the Appointments form in the Therap Health Tracking module is to ensure quality oversight of health and safety, to align with federal expectations.

When recording an annual physical in the Appointment form, the "Reason for Appointment" form field must have "Annual Physical" selected from the drop down menu and there must be a signed document from the medical professional attached to the appointment in Therap. The form status must be "Approved" and the appointment status must be "Completed" once the appointment has taken place. The date of the next annual physical should be entered in Therap using the "Add Follow-up" feature to link the annual physical appointments. More information and training on how to use the Appointments form in the Therap Health Tracking module may be found on the Therap training page at:

https://help.therapservices.net/app/answers/detail/a_id/276/kw/appointment%20fonn

The signed document from the medical professional must include the following:

- Vitals, review of body systems, labs ordered and the results if known;
- Review of any medications prescribed by the practitioner and any changes, if applicable;
- Recommendations and medical orders, if applicable; and
- A recommended date of follow-up for the next physical.

Questions about how to use Therap for this purpose may be directed to Tracy Linko at 307-699-3276 or Tracy.Linko@therapservices.net.

If you have any questions about this provider bulletin, please contact Katie Weidner at Katie.Weidner@nebraska.gov or 402-471-8716.

The November 22, 2019 changes to this bulletin are denoted in italics.