“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Nebraska Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.”

Pursuant to
Neb. Rev. Stat. § 84-901.03
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%20form

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.*