

# Population Management Weekly Checklist

Population Management time is a quiet and focused time that should be dedicated to the completion of the tasks below. Please complete and check off the following tasks and turn this into your MA Coordinator at the end of each week.

## **Priority Tasks**

- Completed and followed up on all outstanding Telephone Encounters.
- Completed and followed up on all outstanding Documents. (Including reconciliation of immunization records into ecw and the CAIR registry).

## **Lab and Diagnostic Imaging**

- Checked both electronic labs and un-electronic labs.
- Completed all To Be Reviewed Labs and Diagnostics and notified patient of result by phone or normal letter.
- Sent out Outstanding lab letter to patients that have outstanding labs that are greater than 1 month.
- Filed any labs that are older, once given permission by provider.
- Sent out Outstanding DI letter to all patients that have an outstanding diagnostic image that is greater than 2 months.
- Filed any diagnostics that are older, once given permission by provider.
- Checked both electronic labs and un-electronic labs.
- Cleaned out your provider's outstandings- everything should be empty.

## **Diabetic Population management**

- Ordered Diabetic Eye Exam on all DM patients that have not had one in the last year.
- Created an Open Access alert for all patients that have not been seen in the last 6 months.
- Created an Open Access alert for all DM patients that have not had a Diabetic Foot Exam performed in the last year.
- Created an Open Access alert for all DM patients that have not had a Depression Screening in the last year.
- Ordered a Hemoglobin A1C for all DM patients that have not had one in the last 6 months.
- Ordered a Micro albumin Creatinine, Random Urine on all patients that have not had one in the last year.

**Questions, Concerns or Issues that came up or interfered with your Population Management time Please write below:**