

Instructions for Completing the New Annual Wellness Visit Questionnaire

***The AWV must be performed on all Medicare patients**

Front Desk Staff (Patient Questionnaire (p.1-3))

1. Please encourage the patient to fill out the Patient Questionnaire while waiting for their appointment. Ask for the most accurate information.
2. Ask the patient to return the forms to the front desk upon completion. If the patient is unable to complete the form and it is completed by someone else, please make note of the name, contact number and relationship to the patient.
3. Lastly, please review for any incomplete information.

Clinical Staff (Physician Review (p.4-6))

1. Please review the patient portion of the questionnaire with the patient and complete the Physician Review form.
2. Circle the correct procedure code to be used for billing purposes.
3. Please document follow-up plans where appropriate and/or encourage the patient to schedule screenings when appropriate.

Practice Staff

1. Upon completion please fax to Raleigh at 972-439-1977 or upload to 360 Analytics and place in the patient's chart.
2. For questions, please contact Engage at Engage@Premierphc.com
3. Please refer to the 2016 GPRO Quality Measures and Coding Checklist dated 2/15/16 for a complete list of exclusions. If you feel a patient should be excluded from a measure please make a note on the form.

We appreciate everyone's cooperation in using these forms and helping us track them by ensuring that they are a part of your internal process. This provides the opportunity to improve patient care and reduce the onset of chronic illnesses and helps to reduce patient risk factors.