

***** Provider Check List *****

Name & Type of Provider (Foster Home, RTC, etc.): _____

Name of Child: _____ Date of Birth: _____

Date of Placement: _____ State ID/Medicaid #: _____

***** Initial Appointments *****

Physical

- Within **two (2) weeks** of placement physical exam has been scheduled &/or completed.
- Date call to doctor's office was made to schedule appointment: _____
- Date physical exam was completed: _____
- Caseworker was notified that physical exam occurred and outcome of exam.
- Written documentation from physicians office (such as the super-bill) has been given to the caseworker.

Dental (*dental is for children three years or older only or as prescribed by a physician*)

- Within **eight (8) weeks** of placement dental exam has been scheduled &/or completed.
- Date call to dentist's office was made to schedule appointment: _____
- Date dental exam was completed: _____
- Caseworker was notified that dental exam occurred and outcome of exam.
- Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.

Immunization Record

- Immunization record is accurate and up-to-date.
 - Immunization record is attached to Health Passport (HPP).
 - Caseworker has most recent copy of immunization record.
-

*****Ongoing Appointments*****

Dental exams are to be completed every six months after initial exam or as otherwise prescribed by a dentist (*dental is for children three years or older only or as prescribed by a physician*)

Dental - Date six months from placement: _____

- Six month** dental exam has been scheduled &/or completed.
- Date call to dentist's office was made to schedule appointment: _____
- Date dental exam was completed: _____
- Caseworker was notified that dental exam occurred and outcome of exam.
- Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.

Dental – Date one year from placement: _____

- Second six month (one year from placement)** dental exam has been scheduled &/or completed.
- Date call to dentist's office was made to schedule appointment: _____
- Date dental exam was completed: _____
- Caseworker was notified that dental exam occurred and outcome of exam.
- Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.

Physical exams are to be completed annually after initial exam or as otherwise prescribed by a doctor

Physical - Date one year from placement: _____

- Annual** physical exam has been scheduled &/or completed one year from placement.
- Date call to doctor's office was made to schedule appointment: _____
- Date physical exam was completed: _____
- Caseworker was notified that physical exam occurred and outcome of exam.
- Written documentation from physicians office (such as the super-bill) has been given to the caseworker.

Immunization Record

- Immunization record is accurate and up-to-date.
 - Immunization record is attached to Health Passport (HPP).
 - Caseworker has most recent copy of immunization record.
-

Dental – Date eighteen (18) months from placement: _____

(dental is for children three years or older only or as prescribed by a physician)

- Six month** dental exam has been scheduled &/or completed.
- Date call to dentist's office was made to schedule appointment: _____
- Date dental exam was completed: _____
- Caseworker was notified that dental exam occurred and outcome of exam.
- Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.

Dental – Date twenty-four (24) months/2 years from placement: _____

(dental is for children three years or older only or as prescribed by a physician)

- Six month** dental exam has been scheduled &/or completed.
- Date call to dentist's office was made to schedule appointment: _____
- Date dental exam was completed: _____
- Caseworker was notified that dental exam occurred and outcome of exam.
- Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.

Physical – Date twenty-four (24) months/2 years from placement: _____

- Annual** physical exam has been scheduled &/or completed one year from placement.
- Date call to doctor's office was made to schedule appointment: _____
- Date physical exam was completed: _____
- Caseworker was notified that physical exam occurred and outcome of exam.
- Written documentation from physicians office (such as the super-bill) has been given to the caseworker.

Immunization Record

- Immunization record is accurate and up-to-date.
 - Immunization record is attached to Health Passport (HPP).
 - Caseworker has most recent copy of immunization record.
-

*****Ongoing Appointments*****

Dental exams are to be completed every six months after initial exam or as otherwise prescribed by a dentist (*dental is for children three years or older only or as prescribed by a physician*)

Dental – Date _____ months from placement: _____

- Six month** dental exam has been scheduled &/or completed.
- Date call to dentist's office was made to schedule appointment: _____
- Date dental exam was completed: _____
- Caseworker was notified that dental exam occurred and outcome of exam.
- Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.

Dental – Date _____ months from placement: _____

(*dental is for children three years or older only or as prescribed by a physician*)

- Six month** dental exam has been scheduled &/or completed.
 - Date call to dentist's office was made to schedule appointment: _____
 - Date dental exam was completed: _____
 - Caseworker was notified that dental exam occurred and outcome of exam.
 - Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.
-

Physical exams are to be completed annually after initial exam or as otherwise prescribed by a doctor

Physical – Date _____ months from placement: _____

- Annual** physical exam has been scheduled &/or completed one year from placement.
 - Date call to doctor's office was made to schedule appointment: _____
 - Date physical exam was completed: _____
 - Caseworker was notified that physical exam occurred and outcome of exam.
 - Written documentation from physicians office (such as the super-bill) has been given to the caseworker.
-

Immunization Record

- Immunization record is accurate and up-to-date.
 - Immunization record is attached to Health Passport (HPP).
 - Caseworker has most recent copy of immunization record.
-

*****Ongoing Appointments*****

Dental exams are to be completed every six months after initial exam or as otherwise prescribed by a dentist (*dental is for children three years or older only or as prescribed by a physician*)

Dental – Date _____ months from placement: _____

- Six month** dental exam has been scheduled &/or completed.
- Date call to dentist's office was made to schedule appointment: _____
- Date dental exam was completed: _____
- Caseworker was notified that dental exam occurred and outcome of exam.
- Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.

Dental – Date _____ months from placement: _____

(*dental is for children three years or older only or as prescribed by a physician*)

- Six month** dental exam has been scheduled &/or completed.
 - Date call to dentist's office was made to schedule appointment: _____
 - Date dental exam was completed: _____
 - Caseworker was notified that dental exam occurred and outcome of exam.
 - Written documentation from dentist's office (such as the super-bill) has been given to the caseworker.
-

Physical exams are to be completed annually after initial exam or as otherwise prescribed by a doctor

Physical – Date _____ months from placement: _____

- Annual** physical exam has been scheduled &/or completed one year from placement.
- Date call to doctor's office was made to schedule appointment: _____
- Date physical exam was completed: _____
- Caseworker was notified that physical exam occurred and outcome of exam.
- Written documentation from physicians office (such as the super-bill) has been given to the caseworker.

Immunization Record

- Immunization record is accurate and up-to-date.
 - Immunization record is attached to Health Passport (HPP).
 - Caseworker has most recent copy of immunization record.
-