

1

Who?

Call each patient on the "hotlist" provided to your office

2

What?

Schedule a wellness or preventative visit with PCP

3

When?

Visit type should not cause the patient to incur a co-pay and must be **completed prior to the end of the current year**

4

Why?

Patients identified have not met the ATRIO clinical documentation requirements needed to maximize risk scores and close care gaps.

To meet requirements, **follow the documentation descriptions included in the accompanying guidelines.**

5

How?

Complete the visit and bill for it using the diagnostic guidelines found in the Documentation and Coding Guide found in the packet.

The Documentation Tips sheet included in the packet offers helpful guidance for this specific visit type.

6

Final Steps

Provider completes "CAV EMR Form" or "CAV Form" depending on whether or not your office uses an EMR.

Once the form is completed and signed, **follow the submission instructions** and send to ATRIO **within 10 days** of the date of service.

ATRIO QA will review the CAV Form and provide feedback. After feedback issues are addressed, your office will qualify for the Incentive Payment.

After claim is billed and provider has submitted the appropriate CAV Form, the Incentive Payment will be processed