

## **Specialist or Subspecialist Telephone Consultation Checklist**

The medical home clinician must maintain the following documentation in the client's medical record for specialist or subspecialist telephone consultations:

- ☐ Start and stop times showing that the consultation was at least 15 minutes long.
  - ☐ Reason for the call.
  - ☐ Medical opinion of the specialist or subspecialist.
  - ☐ Recommended treatment and/or laboratory services.
  - ☐ Name of the specialist or subspecialist.
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Specialists and subspecialists must complete and retain the Specialist or Subspecialist Specialist or Subspecialist Telephone Consultation Form for Non-Face-to-Face Clinician Directed Care Coordination Services-Comprehensive Care Program (CCP) form. These records are subject to retrospective review.

The supporting documentation must include, but is not limited to, the following:

- Client's name, date of birth, and Medicaid identification number.
- Start and stop times indicating the consultation lasted at least 15 minutes.
- Reason for the call.
- Medical opinion of the specialist or subspecialist.
- Recommended treatment and/or laboratory services.
- Name and phone number of the referring clinician providing the medical home.
- Authorization number of the referring medical home clinician.
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Provider information for the specialist or subspecialist and the clinician providing the medical home.