Child Health and Disability Prevention (CHDP) Program
MEDICAL RECORD REVIEW TOOL SCORING INSTRUCTIONS AND REVIEWER GUIDELINES

General Guidelines for Review of a Medical Record

- All sites, including mobile van, satellite centers, and school-based clinics, must be reviewed using the Medical Record Review Tool (DHCS 4492) in conjuction with the CHDP Facility Review Tool ((DHCS 4493) during an on-site visit to a provider.
- Local CHDP Programs enrolling a **new** provider should request a pediatric chart(s) with equivalent services.
- On subsequent reviews, request current CHDP records.
- This form may not be used for more than one provider.

Directions for Scoring

- Every item is weighted.
- Total possible points = 100 (per record reviewed)
- Review a minimum of **five** randomly selected medical records per provider site
- Score full weighted points (1 or 2 as designated) for each criterion that is met. Do not score partial points for any criterion.
- Score zero points if criterion is not met.
- Not applicable (N/A) applies to any criterion that does not apply to the medical record being reviewed. Score N/A with the full weighted points (1 or 2 as designated) for that criterion.
- Add the category scores for each record reviwed to determine to total points of the review core.
- Multiply the number of records reviewed by the total possible points per record to score the total possible points (100 X number of records reviewed).
- Calculate the percent score by dividing the Review score points by the total possible point. For example,

	Review Score Points Awarded	Total Score Points Possible	Percent Score Calculation
Five Records	275	500	275 ÷ 500 X 100 = 55%
Ten Records	750	1000	750 ÷ 1000 X 100 = 75%

- Round percentages to the next smaller percentage for .1-.5, or to the next larger percentage for .6-.9.
- Determine the degree of sucessful completion by the Business Entity for the Medical Record Review using the following thresholds.

FULL APPROVAL 85% through 100% **CONDITIONAL APPROVAL = 70% through 84%** **NOT APPROVED = less than 70%**

Child Health and Disability Prevention (CHDP) Program

MEDICAL RECORD REVIEW TOOL

CHDP Provider Name: _____ Office Contact Name(s): _____

Site Address: _____ Reviewer Name: _____

_____ Date: _____

Examiners: 1) _____ 3) _____

2) _____ 4) _____

Criteria met: Give full points. **Criteria not met: 0 points.** **Criteria not applicable: N/A (Give full points)**		Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Score
Examiner Initials												
Child/Youth ID Number												
Age/Gender												
1. Format Criteria	Points											
A. An individual medical record is established for each child/youth.	2											
B. Child/Youth identification is on each page.	2											
C. Individual personal biographical information is documented.	2											
D. Emergency contact is identified.	1											
E. Each medical record is consistently organized.	1											
F. Chart contents are securely fastened.	1											
G. Each medical record has documentation that the parent/guardian of the child/youth has received a copy of the office's/clinic's notice of Privacy Practices.	1											

Comments:

Section Total:

Criteria met: Give full points. **Criteria not met: 0 points.** **Criteria not applicable: N/A (Give full points)**		Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Score
Examiner Initials												
Child/Youth ID Number												
Age/Gender												
2. Documentation Criteria	Points											
A. Allergies and adverse reactions are prominently noted.	2											
B. Health-related conditions are identified (e.g., problem list).	1											
C. Current continuous medications are listed.	1											
D. Appropriate consents are present:												
1). Consent for Treatment.	2											
2). Release of Medical Information.	2											
3). Informed Consent for specific procedure.	2											
E. Errors are corrected according to medical documentation standards.	1											
F. All entries are signed, cosigned if applicable, dated, and legible.	2											
G. Copy of completed pre-enrollment application (DHCS 4073) in chart, if appropriate.	1											

Comments:

Section Total:

Criteria met: Give full points. **Criteria not met: 0 points.** **Criteria not applicable: N/A (Give full points)**		Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Score
Examiner Initials												
Child/Youth ID Number												
Age/Gender												
3. Coordination and Continuity of Care Criteria	Points											
A. Comprehensive health history is present.	2											
B. Family history is present.	2											
C. Initial review of systems is documented.	2											
D. Periodic review of systems documented.	2											
E. Treatment plans are consistent with diagnosis.	2											
F. Instructions of child/youth and/or primary caregiver for follow-up care are documented.	2											
G. Unresolved and/or continuing problems are addressed and documented at the time of the subsequent visit.	2											
H. Consultation, referral, diagnostic test results, and diagnostic reports have explicit notation in the medical record.	2											
I. Test results/diagnostic reports and discussion with parent(s), legal guardian, and/or child/youth have explicit notation in the medical record. Abnormal reports are reviewed and documented.	2											
J. Missed appointments and follow-up contacts/outreach efforts are documented.	2											

Comments:

Section Total:

Criteria met: Give full points. **Criteria not met: 0 points.** **Criteria not applicable: N/A (Give full points)**		Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Score
Examiner Initials												
Child/Youth ID Number												
Age/Gender												
4. Pediatric Preventive Criteria	Points											
A. Initial and Periodic Health Assessments are completed and recorded on a PM 160.												
1) History and Physical Exam.	2											
2) Nutritional assessment.	2											
3) Dental assessment.	2											
4) Health education/anticipatory guidance.	2											
5) Developmental assessment.	2											
6) Tobacco assessment.	2											
B. Development Screening Tool used. Tool Name:_____	2											
C. Behavioral Screening Tool used. Tool Name: _____	2											
D. Vision Screening (Snellen Test or equivalent) is completed and documented.	2											
E. Hearing Screening is completed and documented.	2											
F. Age appropriate referral to WIC.	2											
G. Fluoride use appropriate for age and location.	2											
Comments:											Section **Sub**-Total:	

Criteria met: Give full points. **Criteria not met: 0 points.** **Criteria not applicable: N/A (Give full points)**		Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Score
Examiner Initials												
Child/Youth ID Number												
Age/Gender												
4. Pediatric Preventive Criteria (Cont.)	Points											
H. CHDP lab work is present and documented.												
1). Hgb/Hct.	2											
2). Urine/dipstick.	2											
3). Other testing is completed as appropriate.	2											
I. 4). Lead referral is documented. or Lead testing is documented.	2											
J. TB risk assessment and/or tuberculin skin test (Mantoux) is completed.	2											
K. Childhood Immunizations (IZs):												
1). Immunization summary page is present and includes consolidation of IZs from other sources.	2											
2). IZs were given by this provider when due (at the time of the visit).	2											
3). For each Vaccine, the adminstration site, manufacturer and lot number are recorded in the medical record.	2											
4). For each Vaccine, receipt of the Vaccine Information Statement (VIS) is documented.	2											

Comments:

Section **Sub**-Total:

Criteria met: Give full points. **Criteria not met: 0 points.** **Criteria not applicable: N/A (Give full points)**		Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Med. Rec.	Score
Examiner Initials												
Child/Youth ID Number												
Age/Gender												
4. Pediatric Preventive Criteria (Cont.)	Points											
L. If Health Assessment Only Provider, referred child/youth to a medical and dental home. **Or** If Comprehensive Health Provider, referred child/youth to a dental home.	2											
M. Age-appropriate growth measurements are taken and plotted at each visit.												
1). Head Circumference.	2											
2). Body Mass Index (BMI) Percentile .	2											
3). Weight.	2											
4). Length/Height (recumbent length/standing height) taken and plotted on appropriate growth chart.	2											
N. Blood pressure is measured at each visit as appropriate for age.	2											
O. Health assessment results submitted for billing/reporting concur with documentation in the medical record.	2											
Comments:											Section Total:	

Child Health and Disability Prevention (CHDP) Program
Medical Record Review Scoring Summary Sheet

Instructions:

- Transfer point totals from the Medical Record Review Tool (DHCS 4492) for each Criteria Section into the Total Points Given column. Add up Total Points Given.
- Enter the number of Total Records Reviewed. Multiply the Total Records Reviewed by the Maximum Points Possible for Each Record Reviewed to determine the Maximum Points Possible for All Records Reviewed. Add up Maximum Points Possible for All Records Reviewed.
- To determine the percentage, calulate: (Total Points Given ÷ (Maximum Point for All Records Reviewed) X 100 = Percentage. Then follow th instruction for scoring the Medical Record Review Tool.

Medical Record Criteria	Total Points Given	Maximum Points Possible		
		Total Records Reviewed	For Each Record Reviewed	For All Records Reviewed
1. Format				
2. Documentation				
3. Coordination and Continuity of Care				
4. Pediatric Preventive Care				
Total Score				

Approval Status: ☐ Full Approval (85% through 100%) ☐ Conditional Approval (70% through 84%) ☐ Not approved (less than 70%)