



**REVISED FY 2015 PRIMARY  
HEALTH CARE POLICY MANUAL  
FEBRUARY 2015**

Below is a summary of changes to the FY 2015 Primary Health Care (PHC) Policy Manual. Minor revisions not detailed in the summary include modifications to the text for clarity and uniformity, grammatical edits, and updates to web links referenced in the document.

HEADING	SUMMARY OF CHANGES
<b>Introduction - General Information</b>	
Definitions	<ul style="list-style-type: none"> <li>• Revisions to Scope of Services (#3, 4, &amp; 7)</li> <li>• Added definition for “Barrier to Care</li> <li>• Added definition for “Eligibility date”</li> </ul>
<b>Section I – Administrative Policies</b>	
Personnel	<ul style="list-style-type: none"> <li>• Added requirement for contractors to have policies to identify and eliminate possible barriers to client care</li> <li>• Added requirement for contractors to have job descriptions specifying required qualifications and licensure, as applicable, for contracted personnel, and to train, evaluate, and issue name badges for contracted personnel and staff</li> </ul>
Abuse and Neglect Reporting	<ul style="list-style-type: none"> <li>• Added requirement for contractors to have written policies on human trafficking and the prevention of intimate partner violence (IPV), and provide annual staff training on same</li> </ul>
<b>Section II – Client Services and Community Activities</b>	
Eligibility Guidelines Other Benefits	<ul style="list-style-type: none"> <li>• Revised to clarify other benefits</li> <li>• Added requirement for contractors to have a written policy regarding income verification/documentation and circumstances under which the requirement may be waived (for barrier to care)</li> <li>• Updated eligibility calculation example table Revised “Date eligibility begins”; clarified that Presumptive Eligibility Form 102 is optional; deleted previous language and references to outdated forms</li> </ul>
Presumptive eligibility	<ul style="list-style-type: none"> <li>• Revised to clarify that contractor must assess for barriers if eligibility has not been confirmed at the end of 90 days and consider eligible if a barrier exists</li> </ul>
<b>Section II – Clinical Guidelines</b>	
Client Health Record	<ul style="list-style-type: none"> <li>• Deleted dental history, with oral examination from client health record</li> </ul>
Cervical Cancer Screening	<ul style="list-style-type: none"> <li>• Added language to clarify that screening guidelines are determined by listed organizations</li> </ul>
Radiology Procedures	<ul style="list-style-type: none"> <li>• Added language to include diagnostic imaging procedures such as X-rays</li> </ul>
Methods of Fertility Regulation	<ul style="list-style-type: none"> <li>• Revised to clarify contraceptive methods</li> </ul>
Perinatal Clinical Guidelines	<ul style="list-style-type: none"> <li>• Added laboratory tests to list of services</li> </ul>

Components of Postpartum Interventions/Screening	<ul style="list-style-type: none"> <li>Added clarification for postpartum visit</li> </ul>
Emergency Responsiveness	<ul style="list-style-type: none"> <li>Added language to include requirement regarding written safety plan that includes maintenance of fire-safety equipment, an emergency evacuation plan, and a disaster response plan</li> </ul>
Dental Health Record	<ul style="list-style-type: none"> <li>Added language to include password/encryption requirement for EHRs</li> </ul>
<b>Section III- Reimbursement, Data Collection and Reporting</b>	
Medicaid and Emergency Medicaid Clients	<ul style="list-style-type: none"> <li>Added J7307 – Implantable contraceptive capsule and 11981 – non biodegradable drug delivery implant insertion to procedure codes for post-partum LARC and female sterilizations</li> </ul>
Data Collection & Reporting	<ul style="list-style-type: none"> <li>Added information about reporting forms</li> </ul>
Appendix B – Household Eligibility Form	<ul style="list-style-type: none"> <li>Revised Federal Poverty Level guidelines (FPL) table on eligibility form</li> </ul>
Appendix D – Copay Schedule	<ul style="list-style-type: none"> <li>Updated table with new FPL amounts</li> </ul>