



2018 APM CHECKLIST FOR BILLING MANAGERS



Many clinicians participate in an Alternative Payment Model (APM) such as an ACO that is usually administered by a local hospital, an Independent Physician Association (IPA), a medical group or another medical organization.

If a clinician is participating in the Quality Payment Program (QPP) through the APM reporting path, the checklist below helps you stay on track and meet the expected requirements. Visit <https://qpp.cms.gov/participation-lookup> to check your QPP participation status.

1 Prepare

- ✓ Confirm Client's APM status <https://qpp.cms.gov/participation-lookup>
- ✓ Is the client aware of the APM they are participating in? See list at <https://qpp.cms.gov/apms/overview>
 - If Yes, continue with this checklist
 - If No, find out if the clinician is eligible for MIPS
- ✓ Ensure the client partners with the APM Administrator
- ✓ Is the client using a Certified Electronic Health Record Technology (CEHRT)?
 - If Yes, continue with this checklist.
 - If No, encourage the client to consider getting Kareo Clinical or another CEHRT

2 Take Action

- ✓ Confirm client received training on the APM requirements and is making the most and best use of their CEHRT to meet them.
- ✓ Encourage client/practice to create a team, setup recurring meetings, review reports, modify workflow as needed.
- ✓ Confirm client's submission methods for the Quality category
If submission for the Quality Category is Claims, continue to the Claims section.

3 Claim Submission

- ✔ Collect the list of quality measures from client.
- ✔ Visit the QPP Resource Library to obtain the measure specification for each selected measure.
- ✔ Ensure the required CPT codes, G Codes, etc. are included in all Medicare Part B claims submitted when applicable throughout the year.
- ✔ Kareo Analytics, PM-Billing Reports can help.
- ✔ Run PM-Billing reports to monitor /track progress.

4 Monitor Their Progress

- ✔ Check-in with client bi-weekly or monthly and make sure they check in with their APM administrator too.
- ✔ Encourage client to modify/adjust their workflow as needed and to increase their score.
- ✔ Ensure client submitted the quality measures they were required to submit.