



### PROVIDER EDUCATION FORM

Date: \_\_\_\_\_ Nurse Reviewer: \_\_\_\_\_

Provider(s): \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**Critical elements are underlined below.**

**YES NO**

- Doors/aisles egress (escape) accessible.
- Airway management: oxygen delivery system, bulb syringe, nasal cannula or mask, Ambu bag (age appropriate) emergency medication management supplies/dosage chart/emergency log.
- Only qualified/trained personnel retrieve, prepare or administer medications.
- Physician review and follow-up of referral/consultation reports and diagnostic test results.
- Office practice procedures allow timely provision and tracking (written/electronic log) of internal and external reports, consult, and diagnostic test results.
- Drugs being dispensed to patients only by authorized persons.
- Drugs and vaccines are prepared and drawn only prior to administration.
- Personnel protective equipment (PPE) is readily available for staff use.
- Needle stick safety precautions are practiced on site.
- Blood, other potentially infectious materials and regulated wastes are placed in appropriate leak-proof, labeled containers for collection, handling, processing storage, transport or shipping.
- Cold Chemical Sterilization- Staff demonstrate/verbalize, necessary steps/process to ensure sterility and/or high level disinfection to ensure its sterility/disinfection of equipment and documented on cold chemical log.
- Cold Chemical Sterilization – Appropriate PPE is available, exposure control plan, MSDS and cleanup instructions, in the event of a cold chemical sterilant spill.
- Autoclave- Spore testing of autoclave/steam sterilizer with documented results (at least monthly).
- Autoclave – Management of positive mechanical, chemical and/or biological indicators of the sterilization process.
- Autoclave – Sterilized packages are labeled with sterilization date, load identification information and documented on autoclave log.

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- Site staff trained and information available on fire prevention safety and medical emergencies.
- Calibration of all equipment (stickers or invoice), with company name, date and technician's initials.
- Office personnel are wearing a nametag with name and title (with at least **18 point font**).
- Staff Training (see staff education training checklist).
- EPA approved disinfecting solution used daily and documented daily on cleaning log.
- Check for expired drugs/samples (inventory log), vacutainers, biologicals and culturettes checked with monthly log.

**Medical Records**

- Primary language and interpreter services needed (any language other than English) are documented.
- Ongoing problems/conditions listed on problem/medication list.
- Advanced Health Care Directive information offered (ages 18 and older) and reviewed every 5 years.
- Staying Healthy Assessment (SHA) completed within 120 days of enrollment.
- SHA completed within 120 days of enrollment and periodically with each comprehensive well visit.
- Dental assessment and referral given beginning at age 12 months.
- Documentation of dental home, dental varnish and fluoride.
- Blood lead assessment and testing as appropriate.
- Pediatric/adult/OB preventive care standards.
- Immunization/VIS/CAIR.
- Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nurse Reviewers Comments: \_\_\_\_\_

I acknowledge receiving education and/or forms regarding above-mentioned subjects, as indicated by check marks and written notes. If not already completed, the corrective Action Plan (CAP) will be completed along with evidence of corrections as needed.

I agree to implement these requirements in our facility by CAP due date.

\_\_\_\_\_  
 Provider/designee signature, title

\_\_\_\_\_  
 Date