

New Haven Ryan White Part A HIV Chart Review: ADAP

1	PROGRAM SITE:		CHART #s:	
2	REVIEWER(S):		REVIEW DATE:	

Process		1	2	3	4	5	6	7	8	9	10
3	Recordkeeping Requirements Chart is properly stored & secure; chart is clearly organized; entries legible										
4	Client Demographics Age, ethnicity, gender, <i>risk/exposure</i> documented										
5	Eligibility Assessment Client is assessed for eligibility of ADAP										
6	Application Approval Applications are approved for ADAP within 2 weeks of completed application										
7	Cost-efficient Medications Prescriptions filled are the most cost-efficient medications provided										
8	Prescriptions Charts have copy of prescriptions or orders for client name, date of birth, medication, dose, and prescribing medical provider										
9	Medication Adherence Screening Clients are screened for medication adherence and counseled if not adherent										
10	Medications Prescriptions in to pharmacy within 48 hours of receipt of prescription										
Outcome		1	2	3	4	5	6	7	8	9	10
11	Payments Routine requests for payment are made within 7 days										
12	Emergency Requests Emergency requests for payment are made within 48 hours										

Y = Yes N = No
 NC=Non-Compliant (cannot be determined from information in chart; or due to client transfer or non-compliance) NA=Not Applicable (to patient or program/facility)

Written guidelines exist to determine eligibility for financial assistance Yes No
 Staff has orientation on eligibility guidelines Yes No