



# ADVANTMED

# HEDIS® 2017 Preparation Checklist

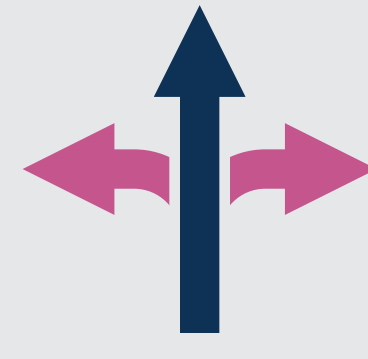
the Advantmed way



**BRING ON THE NEW**  
Obtain and review next year's HEDIS® Technical Specifications.



**BACK TO CLASS**  
Start your training plans and process now. Give yourself enough time to get your team up to speed.



**CHA-CHA-CHA-CHANGES**  
Are there any vendor/auditor contract changes needed for the upcoming year?

QUARTER 3  
JULY - SEPTEMBER



**READY, GO!**  
Are your interventions launched?



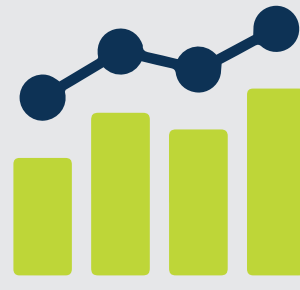
**STRUT YOUR STUFF**  
Show and tell for your executive team.



**R.S.V.P.**  
The party has started—Don't forget to reward your team.



**CRAM FOR THE TEST**  
Make sure you don't forget to incorporate last minute tech spec changes into your process and training.



**FINAL PUSH**  
Pull out all the stops to close gaps and get your best rates. Don't forget your admin data.



**COFFEE KLATCH**  
Make sure you attend your auditor and vendor meet and greet opportunities.



**MARK YOUR CALENDAR NOW**  
Can't stress enough that deadlines matter. Make sure you have audit and vendor deadlines confirmed.

QUARTER 4  
OCTOBER - DECEMBER



**GET TO KNOW YOUR ROADMAP**  
This is your key to success. Know the questions and coordinate with your internal partners to make sure that YOU are aware of any process changes that may affect your rates.



**KEEP AN EYE ON THE TARGET**  
Run your rates. Where are you against your established targets? Ask yourself, are all my data sources included?



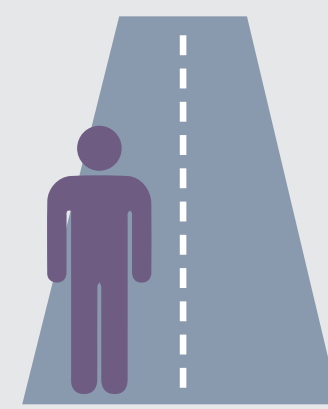
**WHO'S ON FIRST?**  
Make sure everyone on the team understands their position and the game plan.



**PEAT AND REPEAT**  
This is your chance to update leadership on strategy and expectations.



**HEDIS® PREPARATION**  
Focus on preparing for HEDIS® data submission and reporting for current HEDIS® year.

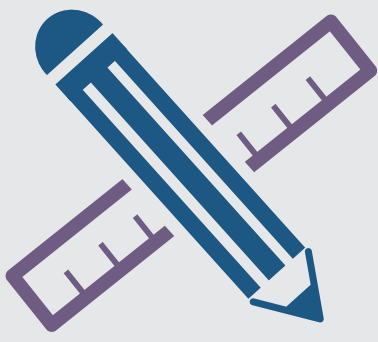


**THE HEDIS® ROADMAP**  
Complete or finalize ROADMAP submission to the audit team.



**MEMBER EXPERIENCE IS IMPORTANT**  
Generate CAHPS® survey sample frame, obtain audit approval and submit to survey vendor.

QUARTER 1  
JANUARY - MARCH



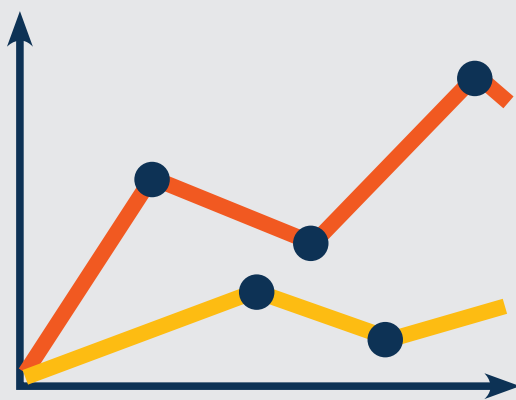
**GOT OTHER MEASURES?**  
Do you have additional non-HEDIS® measures to report (e.g. CHIPRA measures, etc.)? If so, confirm that your auditor & vendors have the specifications.



**WRITE THE PLAYBOOK**  
This is your time to review and plan for supplemental data collection and intervention strategies. Make sure budget and resources are in place for launch.



**GOALS AND TARGETS**  
Align with your leadership on expected outcomes for the upcoming HEDIS® reporting season and prospective activities.



**WHAT'S THE FORECAST?**  
Are you tracking your rates to know how many more members you need to get to the next percentile?



**PLANNING IS EVERYTHING**  
Formalize your Q3 and Q4 interventions and plans.



**IT'S RAINING MEDICAL RECORDS**  
Are your resources aligned to ensure retrieval and abstraction success?

QUARTER 2  
APRIL - JUNE



**DEADLINES! DEADLINES!**  
Ensure that the team is aware of all deadline dates. Don't miss a deadline!



**SET THE TONE**  
Consistent communication with your executive team is a critical factor to your success.



**EVERYBODY SMILE AND BREATHE**  
You made it! Plan locked. Throw away the key!