**Yakama Healthy Heart**

**Participant eligibility and required paperwork**

Yakama Indian Health Center

**Participant Eligibility and Required Paperwork**

**Purpose:** To ensure that all required paperwork is completed for enrollment into the Yakama Healthy Heart Program and to ensure compliance with grant regulations and the Health Insurance Portability and Accountability Act.

**Procedure:** The following procedures are to be followed for each participant enrolled into the Yakama Healthy Heart Program. The paperwork will be initiated on or before the first case management visit by the case manager or program coordinator.

1. **Informed Consent for Participation** (7 page carbon copy document)
	* discuss each point on consent and answer questions
	* if participant agrees, case manager signs and dates and participant prints name and signs and dates
	* give yellow copy to participant
	* white copy to Healthy Heart office (it will be placed in participant’s HH file)
2. **HIPPA B Form R5.H.03** (3 page carbon copy document)
	* Fill in the following:
	* Participant ID (HH identification number, not IHS chart #)
	* Participant’s Name
	* Provider’s (Doctor) Name
	* Facility – Yakama IHS

\*Participant needs to initial all 3 pages on bottom left hand corner and sign and date last page

-Yellow copy to participant

White copy to HH office (it will be placed in participant’s HH file)

1. **Registry Input Form**
	* Fill in necessary information
	* Point of contact and preference (telephone, e-mail, letter)
	* Participant shoe and shirt size
2. **Comprehensive Assessment Form C1**
	* Fill in appropriate boxes : baseline or annual
	* Order labs if necessary
	* Assessment of blood pressure, weight, hips and waist measurements
	* Review family and patient history
	* Obtain medication history
	* Complete entire form
3. **Comprehensive Participant Questionnaire C2**
	* Participant to fill out at first case management visit, assist if needed
4. **Participant Attendance Form P1.H**
	* Document each case management visit
	* To be submitted at baseline and each annual
5. **Participant Retention Form P2.H**
	* utilized if a participant change status from active to inactive or inactive to active

All paperwork will be submitted in a complete package to the Lead Case Manager. The Lead Case Manager will review and check for completeness and make corrections if needed. After initial review from the Lead Case Manager, the paperwork will be submitted to the Data Coordinator. The Data Coordinator will complete a final check and ensure that all necessary paperwork is complete and the consent and HIPPA B forms are signed according to regualations. The Data Coordinator will submit the de-identified data to the SDPI Coordinating Center according to the Omega schedule in a timely fashion.

 Date

Yakama Healthy Heart Program Director, Rex Quaempts, MD

 Date

Yakama Healthy Heart Program Coordinator, Robin John, RPh, CDE