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Tips for Completing the Annual Visit Form (AV)

Please follow these guidelines to help ensure that your AV forms are submitted as completely and accurately as possible:

- Please complete the top section of the AV form, which includes the patient's height, weight, BMI, heart rate, blood pressure, date of last flu vaccine, date of last bone density test if known, patient's chief complaint, patient's history and present illness (HPI).
- Please check Yes/No for each medical condition listed on the AV Form.
- If Yes is checked, please document the condition. All acute and chronic diagnoses must be fully documented with current status. If you prefer, you can also attach your progress notes.
- A treatment plan for each medical condition must be provided.
- Please assess the patient for the HCCs that appear on the HCC history and HCC suspect section of the form. The Yes/No box for each of these conditions must be checked, documentation, details and treatment plan must be included. Please note that if a Senior patient is new to St. Vincent IPA, the HCC history and/or HCC suspect information may not be available.
- Physician signature, physician credentials, and date of service must be included on each page.
- The AV Form must be complete and legible and only standard medical abbreviations may be used.
- Failure to provide any of the information noted above may result in your AV form being pended, which will affect the compensation received for the form.
- When completing the depression section of the form, please include dates and results of PHQ-9 screening. If this section is not completed for a major depression diagnosis, the AV form will be pended for this information. The PHQ-9 does not have to be submitted with your AV form this year but must be maintained in the patient's medical chart.