



## QUARTERLY ATTESTATION SUBMISSION PROCEDURE

This procedure applies to United HealthCare AARP Medicare Advantage membership in your practice that is being managed by Physician Alliance of the Rockies (PAR). In order to be eligible to receive the incentive payment for completing a yearly physical or wellness visit AND recording and coding all relevant clinical conditions for each member, you must submit during the current quarter. The YEARLY PHYSICAL ATTESTATION FORM is available on the PAR website. All signed chart notes related to the conditions listed on the form must accompany submission of the form **(and be from the current quarter)**. It is important to note that this Attestation incentive is a **quarterly program** for the scheduled physical visit, submission AND payout.

The procedure is as follows:

1. Using the **YEARLY PHYSICAL ATTESTATION FORM** that is provided on the PAR web site record all relevant clinical conditions among those listed on the form for each UHC AARP Medicare Advantage member once per year during the current quarter the physical is performed.
2. Submit the form with signed clinical notes from the member's chart that support the conditions listed on the Attestation form, which are all due by the 1<sup>st</sup> business day of the next quarter. For example, all Attestation forms and supporting documentation for annual physicals scheduled and completed during the 3rd quarter 2019 will be due on 10/01/19.
3. The form and the notes can be Faxed to 1-844-287-9417 or scanned and emailed to [lynn.diamond@nwphysicians.com](mailto:lynn.diamond@nwphysicians.com)
4. If additional information or clarification is needed you will be contacted by the PAR Medical Director

The submissions will be compiled, and the incentive payment will be made quarterly by the end of the quarter following each calculation.