

[Official Institution Logo]



Policy to Promote the Establishment of Medical Homes for ACHD Patients

Date Effective: MM/DD/YYYY

Type of Policy: Please indicate if this document is hospital policy or ACHD program policy/clinical guideline.

Purpose

Indicate why this policy is in place and the population it benefits.

Policy Statement

State the actual policy for the promotion of medical homes and why the patient-centered medical home is beneficial to the ACHD patient. This statement can be a brief overview of the medical home policy for ACHD patients.

Procedures

Describe the specific methods and procedures that the ACHD team utilizes to ensure that all ACHD patients have a medical home. Include details such as:

- Technology utilized in ensuring easy access to patient's medical records (i.e., EMRs)
- Process and timeline for providing a medical home to a patient who does not have one
- Personnel involved
- Institution's relationship to primary care providers in the area

References

If applicable, please list any articles or other resources utilized to develop your institution's policy on promoting the establishment of medical homes for ACHD patients.

Required Signatures

This document requires signatures from specific personnel. Please note that we require signatures from **ALL** individuals listed below in order for the document to be valid:

- Medical Program Director of ACHD

Helpful Tips

Please upload any documentation or examples of the above policy to the "additional files" section of your application.

Section J: Outpatient Services. These documents should be labeled with "**J8**" only in the title so that each policy/plan can be easily identified.