

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Consumer Related

**POLICY NO:** 05-046

**SUBJECT:** Frequency of Preventive Exams

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** September 1991

**Licensing Regulation  
Reference:** 30-63-24

**Policy:**

It is Cottonwood, Inc's. Policy to require a Health Assessment (physical) be completed for all consumers at least every two years. For those individuals receiving health care coordination services from Cottonwood, Inc., other preventive examinations will be conducted at the appropriate frequency as determined by health practice guidelines and individual circumstances.

**Procedures:**

1. Cottonwood, Inc. as Designated Health Care Coordinator.
  - a. The Health Support Clerk schedules physicals annually or, at a minimum of every two years.
  - b. The Health Support staff conveys to the physician pertinent medical information necessary to ensure that preventive exams are scheduled as appropriate to the person's age and health history. Preventative exams may include, but are not limited to hearing and vision testing; colonoscopy, skin cancer screening, pap smears, mammograms, testicular examinations and PSA; dental exams and cleanings.
2. Designated Health Care Coordinator other than Cottonwood. Inc.
  - a. The case manager informs the Designated Health Care Coordinator of the health assessment completion requirements and notes the requirement in the Consumer's Person Centered Support Plan. Services could be suspended if a consumer or Designated Health Care Coordinator refuses to comply with Cottonwood, Inc.'s licensing requirements.
3. The Medical Provider, annually or at a minimum every two years,
  - Reviews all prescribed medications (including medications prescribed by other medical specialists).
  - Completes and signs the Health Assessment form.
  - Completes and signs the Standing Orders.