



Disease and Case Management Work Aid / Instructions

Title:	My Important Contacts Workaid		
Program(s):	Inspire SNBC	Effective Date:	7/1/2016
Frequency:	Ongoing	System(s):	N/A
Process Owner:	Care Coordinators	Back-up Owner:	Care Coordinators
Revised by:	Jen Foster/ Ashley Horak	Last Revision:	3/9/2020
Preparation/Materials:	Important Numbers Form		

Purpose:

To provide members with a listing of key contacts and their phone numbers.

When to use:

Use at time of initial or annual health risk assessment or when there is a change in key contact information. When the assessment is completed face to face, you may complete with member/responsible party (RP) and leave copy with them. If you do not complete during the face to face assessment, once the care plan is developed and providers known mail form to member/RP. You may include in the care plan mailing or mail separately. For HRAs completed telephonically, complete and mail to member/RP once care plan is developed and providers known. You may include in care plan mailing or mail separately.

