

Checklist for Asthma Action Plans

An Asthma Action Plan is a treatment plan and therefore , should be developed by the physician and be part of the member’s permanent medical record. Also, note that an assessment of the asthma control using a standardized tool (such as an ACT or ATAQ) is a diagnostic test and should meet the same documentation standards as other diagnostic tests.

- Action Plan must BE DATED
- Action Plan must be created BY THE PHYSICIAN
- The Action Plan must indicate the ACT SCORE
- The Action Plan must be completely filled out, all sections including all medications being used to treat the asthma.
- The Action Plan must be REVIEWED with the member by the Physician, a PA or an APN who has provided clinical services to the member.
- Action Plan must be signed BY THE PHYSICIAN & THE MEMBER OR PARENT. If the plan is done via telephone, write “via phone” on the signature line for the patient, noting the time/date of call. RECORD THIS IN THE MEDICAL RECORD.
- The Member must be given a copy of the Action Plan and RECORD that you have done so in the medical record.
- THE ACTION PLAN MUST BE PART OF THE MEMBERS PERMANENT MEDICAL RECORD, IF YOU USE EMR, AND DO NOT HAVE AN ACTION PLAN WITHIN IT, SCAN THE PLAN AND PUT IT IN THE EMR.
- The Asthma Control test must be DATED
- The Asthma Control Test must be filled out with the member and reviewed with the Physician.
- The Asthma Control Test must be SIGNED BY THE PHYSICIAN & THE MEMBER. If the TEST is done via telephone, write “via phone” on the signature line for the patient, noting the time/date of call. RECORD THIS IN THE MEDICAL RECORD.
- The ASTHMA CONTROL TEST MUST BE PART OF THE MEMBERS PERMANENT MEDICAL RECORD, AND SIGNED BY THE PHYSICIAN (AS PROOF IT WAS REVIEWED), IF YOU USE EMR, AND DO NOT HAVE AN ACTION PLAN WITHIN IT, SCAN THE TEST AND PUT IT IN THE EMR.
- If the Asthma Control Tests shows asthma is not in control, patient must been seen for a follow-up visit to re-check and further discuss asthma medications and treatment.

*BCBS requires all signatures be legible, remember to put credentials after your name (MD, PRN, etc.) we also suggest writing your name in print under your signature, and don't forget to date ☺