Oncology Medical Documentation Requirements

The information identified in the checklist below must be included in medical documentation after providing Patient-Centered Community Care- or Veterans Choice Program-eligible Veterans with authorized oncology services.

### Oncology Medical Documentation Requirements Checklist

- Details of the radiation therapy, including:
  - Beginning and ending dates of treatment
  - Treatment modality/energy
  - Dose per fraction; number of fractions
  - Immobilization required for treatment
  - Combined chemotherapy
  - Chemotherapy schedule

- Response to therapy, including:
  - Weekly treatment management progress notes
  - End of treatment note which includes a synopsis of findings observed during weekly treatment management visits
  - Side effects of treatment
  - Medical management required during treatment
  - Description of any required breaks in therapy

- Height, weight, and performance status using either ECOG or Karnofsky rating scales

- Specific oncologic diagnosis and stage

- Care recommendations related to side effects of therapy

- Documentation of all anti-cancer drugs administered including drug name(s), date(s) administered, dose (both regimen dose and total dose), and route, including any ancillary drugs such as anti-emetics or drugs to suppress other adverse events

- Documentation of any dose adjustments or delays including the reason for adjustment or delay

- Documentation of the tumor response to any anti-cancer treatment using standard response assessment scale as well as the results of any exam, image or test that was used to assess response

- Documentation of adverse events

- Documentation of whether the patient was discussed at a tumor board and, if so, the summary recommendation of the tumor board

Using the cover sheet provided by Health Net Federal Services, LLC (HNFS), fax the oncology medical documentation requirements along with elements mentioned in the Required Content of Medical Documentation checklist to 1-855-300-1705.

Medical documentation must be returned within the timeframe indicated in the provider notification packet.

**Note:** Report newly diagnosed cancer/carcinomas identified during testing or treatment within 48 hours.

If you have additional questions on returning required medical documentation, please contact HNFS at the telephone number listed on the Veteran’s authorization.