

Year-Round Medical Record Retrieval Process: Pediatric & Adolescent Measures

Record Submission Process

Please provide the following information for each member that you are submitting records for:

- Member Demographic Page that contains:
 - Child’s Name
 - Child’s DOB
 - Child’s Subscriber ID
 - Child’s Address and Phone Number
 - Name of Parent or Guardian
- Copy of Alliance Insurance Card (If available)
- All office visit/progress notes, immunization records, or lead test results.
- For receipt confirmation, **you must** include a contact email on the fax cover sheet.

Information must be submitted using one of the following methods:

- Fax: **510-373-5998** or
- Email: hedis@alamedaalliance.org (Sender must encrypt the email prior to sending PHI)
- Remote EMR Retrievals, email hedis@alamedaalliance.org

Upon receipt, the Alliance’s Analytics Department will evaluate and process records in the order received and will reach out if any questions arise. Please note that upon receipt of compliant documentation, processing time may take up to 2-3 months before results are reflected in the monthly gap-in-care report.

Well-Child Visits Reference Guide

Measure Abbreviation	HEDIS® Measure	Measure Description	Documentation Requested
W30	Well-Child Visits in the First 15 Months of Life: 6 or More Visits	Children who turned 15 months old during 2024 and had 6 or more well-child visits with a PCP during their first 15 months of life.	Please provide documentation for all well-child visits from birth to 12/31/2024.
W30	Well-Child Visits for Age 15 Months to 30 Months: 2 or More Visits	Children who turned 30 months old during 2024 and had 2 or more well-child visits.	Please provide documentation for all well-child visits from 15 months to 12/31/2024.
WCV	Child and Adolescent Well-Care Visits	Members 3-21 years of age who had a least one comprehensive well-care visit in 2024.	Please provide documentation for all well-care visit completed by 12/31/2024.

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Lead Screening Reference Guide

Measure Abbreviation	HEDIS® Measure	Measure Description	Documentation Requested
LSC	Lead screening in Children	Children who turn 2 years old during 2024 and had 1 or more capillary or venous lead blood test before their 2 nd birthday.	Please provide lead test results from birth to 12/31/2024.

Immunization Reference Guide

Measure Abbreviation	HEDIS® Measure	Measure Description	Documentation Requested
CIS	Childhood Immunization Status	<p>Children who turn 2 years old in 2024 and received the following vaccines by their 2nd birthday:</p> <ul style="list-style-type: none"> 4 DTaP 3 IPV 1 MMR 3 HiB 3 HepB 1 VZV 4 PCV 1 HepA RV: 2-dose or 3-dose schedule 2 Influenza 	Please provide immunization records.
IMA	Immunizations for Adolescents	<p>Members who turn 13 in 2024 and received the following vaccines by their 13th birthday:</p> <ul style="list-style-type: none"> 1 Meningococcal 1 Tdap 2 HPV 	Please provide immunization records.