



Communication of Medical Encounter Notes

One of CenterLight's core responsibilities is to ensure care coordination and delivery of services to our participants. As the participant's consulting physician or primary care provider, you play an integral role as a member of their care team. One of our regulatory requirements as a PACE program is to have the interdisciplinary team review and update the individualized plan of care minimally on a 6-month basis.

To that end, members of the CenterLight team will reach out to your practice for various reasons, including scheduling of appointments and provider note retrieval, to ensure that our participant's visit to your office becomes part of the CenterLight medical record. Please note that the timely receipt of these notes is critical to ensure the proper delivery of care. As per your contract with CenterLight, you have already agreed to share patient's health information with us. Therefore, an additional HIPAA request form is not necessary. This additional and unnecessary step slows the process of obtaining the medical note and causes delays in updating the participant's plan of care. A representative from our Provider Relations team will be reaching out to you soon to discuss note retrieval and work with you to understand what process works best for your practice.



**Medical Encounter Notes should be sent by email to
VisitDocumentation@Centerlight.org or by fax to 1-929-233-7888.**