

Health System Integration Checklist

This checklist provides a list of tasks that may be needed to facilitate SDF integration in your practice/health system. There may be additional tasks that are not listed here. It's important to engage with leadership and ask questions throughout the integration process.

1. Leadership Approval		
Key Task	Description	Completed
Identify clinical champion(s)	<p>Clinical champion is typically a physician. It's helpful to have multiple physicians and clinical support staff championing this service integration effort.</p> <ul style="list-style-type: none"> • Name of clinical champion: 	<input type="checkbox"/>
Gain additional physician buy-in and prioritization	<p>Within a health system, it's recommended to present concept of SDF to any physician lead groups to foster service buy-in. This will aid in leadership prioritization.</p> <ul style="list-style-type: none"> • Name of physician group within health system: 	<input type="checkbox"/>
Leadership approval to onboard SDF	<p>Within your practice who are the key leaders who need to approve the use of SDF treatment. Are there any medical/ IT/ billing committees that need to be notified?</p> <ul style="list-style-type: none"> • List of key leaders: <p><i>(This could be a Practice Manager, Operations Manager/Director/VP, CMO or CNO. – physician champion will need to determine the right leadership for your organization)</i></p>	<input type="checkbox"/>
2. Service Approval		
Key Task	Description	Completed
New service onboarding procedure	<p>Work with a practice manager to determine if there is any paperwork that needs to be completed when onboarding a new service within a practice or health system.</p> <p>New service paperwork typically includes:</p> <ul style="list-style-type: none"> • providing evidence-based information on the new service • providing billing codes and diagnosis codes • patient population who will be receiving the service • cost of new service • who can apply SDF <p><i>(In Maine a qualified provider can apply SDF. This is interpreted as an advanced practitioner who has been trained to apply SDF.)</i></p>	<input type="checkbox"/>
Pharmacy	<p>Contact pharmacy department to determine procedures for onboarding SDF as a topical medicament.</p> <ul style="list-style-type: none"> • Pharmacy contact: 	<input type="checkbox"/>

3. Electronic Health Record Integration		
Key Task	Description	Completed
Integrate SDF procedure into electronic health record system	<p>What is the IT request process to make changes to the electronic health record? It's helpful to have a billing person aware of the EMR build so they can input billing codes appropriately.</p> <ul style="list-style-type: none"> • Name of IT contact: 	<input type="checkbox"/>
4. Billing Integration		
Key Task	Description	Completed
SDF billing codes into billing system	<p>Identify contact within billing department and onboard billing codes for MaineCare and commercial insurance.</p> <ul style="list-style-type: none"> • Name of billing contact: 	<input type="checkbox"/>
5. Development of Consent Form and Patient Education Material		
Key Task	Description	Completed
Consent form	<p>Determine if there is a standard consent form for your practice/health system.</p> <ul style="list-style-type: none"> • Contact/department who can approve consent form: 	<input type="checkbox"/>
Patient Education Materials	Determine if there is a standard patient education material process for your practice/health system	<input type="checkbox"/>
6. Workflow Optimization		
Key Task	Description	Completed
SDF workflow at the practice level	<p>Determine best workflow for the practice. Examples of workflow include:</p> <ul style="list-style-type: none"> • SDF application during the well-child visit • SDF application at an appointment scheduled after a patient is identified • Creation of clinic time dedicated to SDF application 	<input type="checkbox"/>
7. Training		
Key Task	Description	Completed
SDF Training	<p>Determine SDF training plan. Example training plan includes:</p> <ul style="list-style-type: none"> • Completion of the Smiles for Life Curriculum • Contact FTFT for hands on SDF application training (mhfirsttooth@mainehealth.org) 	<input type="checkbox"/>

*For additional information on integration see the [American Academy of Pediatrics SDF Application in the Pediatric Medical Setting](#) guidance