The **Historical Data** submission process is for visits, procedures, or services that will close quality gaps in care as reflected on the Preventative Care Rosters and that ***cannot***be submitted via claims or encounters (e.g., services received prior to IEHP Membership, historical surgical procedures, etc.).

**Any medical records submitted without appropriate proof of service documentation or medical records that do not include the Member’s name, DOB, and date of service will NOT be processed.**

**Monthly Submission Status Report:**

A monthly status report is sent to the **Provider Fax Number** on record at IEHP for the previous month’s submissions. **For example:** The monthly status report sent on February 25th reflects all Provider submissions received by IEHP during the month of January.

**Recommended Actions for Providers:**

1. **Submissions of Historical Data through the Provider Portal will ensure timely processing.**

**UPDATE:** Effective **10/5/2023,** the **deadline** for all Historical Data Submissions is **1/15/2024**

**Note**: Historical Data submissions are no longer supported via RightFax; for Provider Portal Entry Instructions and tutorial video, please visit: https://providers.iehp.org > P4P > P4P Resources

2. Review regularly the secure **IEHP Preventive Care Rosters** at [https://providers.iehp.org](https://providers.iehp.org/) to confirm data has been

received by IEHP and has a status of “compliant.” A **green** checkmark indicates that IEHP has received records

confirming the Member has completed the needed screening, lab, or immunization.

3. Prior to submitting data using the Historical Data process, review the **Preventive Care Rosters** on the IEHP

Provider Portal to confirm IEHP has NOT received the data previously. **Duplicate submissions may ultimately be**

**rejected** and may impact turnaround time for processing valid submissions.

4. **Please allow up to 4 months (120 days) processing time, from the date of submission, for data** submitted

via claims/encounters, lab results, or the Historical Supplemental Data process to reflect on the secure IEHP

**Provider Portal Preventive Care Rosters** at [https://providers.iehp.org.](https://providers.iehp.org/)

5. If data was submitted by your office and is not reflected on the IEHP Preventive Care Rosters as expected **and** it has

been more than **4 months (120 days)** since the original date of service, please **provide specific examples to your**

**assigned Provider Services Representative** for the IEHP team to research. Please include: Member IEHP ID, DOS,

date of submission, and measure requested, to IEHP for review and include Provider information (Provider name, fax

number, and NPI).

If you would like more information about IEHP’s GQ P4P Program or best practices to help improve quality scores and outcomes, visit our [Secure Provider Portal](https://providers.iehp.org/account/login), email the Quality Team at [QualityPrograms@iehp.org](mailto:QualityPrograms@iehp.org) or call the IEHP Provider Relations Team at [(909) 890-2054](tel:1-909-890-2054).

**The following is a list of Measures accepted via the Portal Process for Historical Data:**