

VA Community Care Referral and Authorization Checklist

This checklist is designed to help oncology practices collect essential information, confirm VA Community Care referral and authorization status, and support timely coordination of care for veterans receiving treatment outside the VA system.

1. Veteran and Referral Information

- ❑ Veteran's name and date of birth: _____
- ❑ Cancer diagnosis: _____
- ❑ VA medical center or community-based outpatient clinic: _____
- ❑ Referring VA clinician or primary care provider: _____
- ❑ VA Community Care contact information: _____

2. Community Care Eligibility

Eligibility is determined by the VA. Confirm whether the veteran has been evaluated based on applicable criteria:

- ❑ Required oncology services are unavailable at a VA facility.
- ❑ Specialty care cannot be provided within the applicable 28-day wait-time standard.
- ❑ Average drive time to an appropriate VA specialty care facility exceeds 60 minutes.
- ❑ Community care is determined to be in the veteran's best medical interest.
- ❑ Another VA Community Care eligibility condition applies.

Note: Other VA eligibility conditions exist, including facility availability and quality standards. Drive-time criteria use average drive time, not mileage alone.

3. Referral and Authorization

- ❑ Confirm the veteran requested or received a Community Care referral through the VA health care team.
- ❑ Confirm VA review and approval of the referral.
- ❑ Verify the oncology practice is an approved provider for the authorized services.
- ❑ Obtain and review the VA authorization letter.
- ❑ Record authorization number: _____
- ❑ Confirm approved services and authorization dates:_____
- ❑ Clarify whether additional specialty services or treatment require further authorization.

4. Appointment Scheduling and Coordination

- ❑ Confirm whether the VA or veteran will schedule the appointment.
- ❑ Record appointment date, time, location, and treating provider.
- ❑ Confirm that the VA has been informed of the appointment details.
- ❑ Verify the practice has received necessary medical records.
- ❑ Identify any outstanding referral or authorization issues before the visit.

5. Ongoing Care and Follow-Up

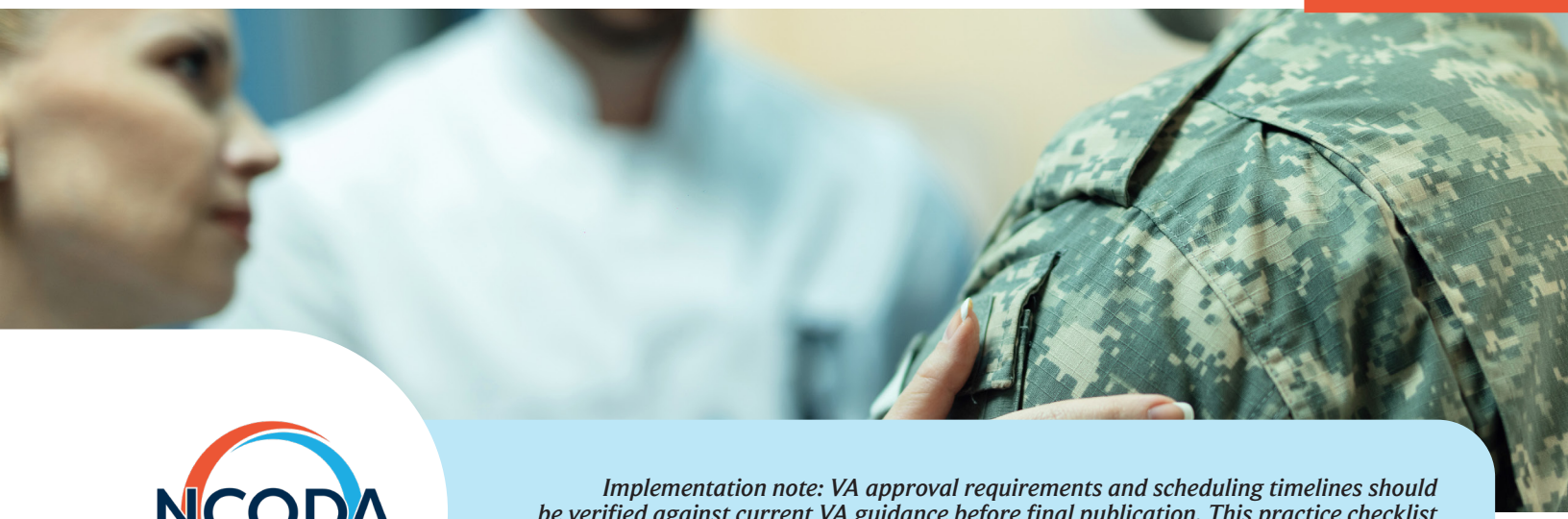
- ❑ Confirm the veteran understands the scope and duration of authorized care.
- ❑ Identify additional referrals or authorizations needed for ongoing oncology services.
- ❑ Provide the veteran with appropriate contact information for scheduling or authorization questions.
- ❑ Establish who will coordinate requests for continued care.

VA Resources

Community Care eligibility:
https://www.va.gov/resources/eligibility-for-community-care-outside-va/

Referrals and scheduling:
https://www.va.gov/resources/how-to-get-community-care-referrals-and-schedule-appointments/

VA Community Care homepage:
https://www.va.gov/communitycare/index.asp



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Implementation note: VA approval requirements and scheduling timelines should be verified against current VA guidance before final publication. This practice checklist supports coordination; it does not determine Community Care eligibility.