

PATHWAYS CMH

POLICY TITLE: Notification of Change in Provider Network and Provider Directory	CATEGORY: Provider Network Management	
EFFECTIVE DATE: 07/02/15	BOARD APPROVAL DATE: 07/01/15	
REVIEWED DATE: 05/20/16	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: HR Director / Contract Manager	CEO APPROVAL: Mary Swift, CEO	

APPLIES TO

Pathways Personnel
Pathways Contract Providers

POLICY

It is Pathways policy to notify MDHHS, NorthCare, and consumers of significant changes in its provider network, as required by applicable contract, laws and regulations.

Contract Providers are required to notify Pathways of significant changes with directly employed and sub-contract providers.

PURPOSE

To ensure adequate capacity and continuity of care, Pathways will make sure that changes in its provider network are communicated in compliance with state and federal requirements.

DEFINITIONS

N/A

REFERENCES

- BBA Section 438.207 (c)(2); 438.10 (f)(5);
- PIHP/MDCH Contract Section 6.2, 6.4, 5.3.3
- NorthCare Policy and Procedures
- Pathways Policy and Procedures

HISTORY

REVISION DATE:

CEO APPROVAL DATE: 06/18/15

BOARD APPROVAL DATE: 07/01/15

PROCEDURES

A. Providers Notification to Contract Manager:

Contract Providers will notify Pathways Contract Manager within seven (7) days of any changes in the following management positions:

- CEO
- Business Manager
- Compliance Manager
- Home Manager

B. Notice to MDHHS and NorthCare:

Pathways' CEO, or designee, will notify MDHHS and NorthCare within seven (7) days of any changes to the composition of the provider network and changes in the following senior management positions:

- CEO
- Medical Director
- Recipient Rights Officer

C. Notice to Providers:

Pathways' CEO, or designee, will notify Contract Providers of any changes in the following positions:

- CEO
- Medical Director
- Recipient Rights Officer
- Compliance Officer

D. Notice to Consumers:

Pathways' CEO, or designee, will make a good faith effort to give written notice of termination of a provider, within 15 days after receipt or issuance of the termination notice, to each consumer who received his/her primary care from, or was seen on a regular basis by, the terminated provider.

E. Provider Directory Updates:

Provider directory will be maintained as outlines in the *Providers Directory Policy*.