

**Bay-Arenac Behavioral Health
New Contract Check List**

Date:

Potential Contract Agency:

CONTRACT ADMINISTRATOR:

- Request for Contract Action form completed and signed by SLT Member
- Obtain completed Provider Application
- Forward Provider Application and the checklist to the appropriate SLT Member
- Obtain Evidence of Liability Insurance
- Obtain and Check References
- Exclusion Debarment Check including Ownership/Control Check
- Rates approved by Board
- Enter Provider in Phoenix
- Credential Process with Human Resources (if applicable)
- Obtain Signed Contract when Statement of Work is completed
- Review Claims Process with provider (refer to claims processor)
- Inform Provider how to access P&Ps on BABHA website
- Send Provider the applicable site review tool(s) or refer them to BABH website
- If an LIP, obtain domain rights to register and attest for EHR Incentive Program and Physician Quality Reporting System (Ellen Lesniak)
- Orientation to Organizational Risk Assessment (Ellen Lesniak)

DIRECTOR:

- Provide Agency Packet (Service Brochures, Provider Directory, Recipient Rights, Customer Services, Organizational Chart, Staff Contact List, etc.)
- Arrange a visit to the provider location
- Agree on Rates and Review Billing Codes (work with finance)
- Review authorization Process
- Provide Finance Contact person
- Review Training Requirements
- Assess Compliance with Home and Community Based Service rules

Bay-Arenac Behavioral Health New Contract Check List

- Develop Statement of Work
 - Service Descriptions
 - Outcome Expectations
 - Training Requirements
 - Referral Process
 - Timelines
 - Use of Phoenix
 - Medicaid Provider Qualifications
 - Documentation Requirements and Timelines
 - Agency Philosophy – Culture of Gentleness, Recovery, and Trauma Informed

- Notify Clinical Supervisors of new provider, Contact Information, Referral Process...
 - Supervisors notify staff and each Department Revise Authorization Cheat Sheet
 - Each Department can schedule a meet and greet as desired and appropriate

- Explain function of Business Intelligence staff and that they will be contacted for review of corporate compliance, Phoenix, state reporting, site review process, etc.

- Provide information on Provider Meetings as applicable

- Notify Internal Departments and external providers as needed:
 - Strategic Leadership Team
 - Business Intelligence
 - Records Specialist
 - Staff Development
 - Finance
 - Customer Services/Recipient Rights
 - External providers (e.g. primary providers)

BUSINESS INTELLIGENCE

- Training on Phoenix with Records Specialist (Brenda Beck)
- Training on state reporting and BH-TEDS
- Orientation to Site Review Process and Medicaid Event Verification (Sandy Gettel)
- Corporate Compliance and HIPAA orientation (Janis Pinter)
- Training on outcome measures, perception of care surveys, etc. (Sandy Gettel)
- If primary provider, orientation to PI Council (Sandy Gettel)