

**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
- ☐ Exclusion Debarment Check including Ownership/Control Check
- ☐ Rates approved by Board
- ☐ Credential Process (if applicable)
- ☐ Obtain Signed Contract when Statement of Work is completed
- ☐ Review Claims Process with provider (refer to claims processor)
- ☐ Add provider to current FY contract list, distribution lists, notify IS
- ☐ Enter Provider in Phoenix
- ☐ Fully Executed Contract Notification to Internal Staff
 - Quality, Customer Services/RR, Clinical Director; Finance; Compliance Director; Records Specialist; Staff Development
- ☐ Orientation email sent to new provider
- ☐ Inform Provider how to access P&Ps on BABHA website
- ☐ Send Provider the applicable site review tool(s) or refer them to BABH website

DIRECTOR:

- ☐ Request for Contract Action form completed and submitted to Stephanie
- ☐ Agree on Rates and Review Billing Codes (work with finance)
- ☐ Develop Statement of Work
 - Service Descriptions
 - Outcome Expectations
 - Training Requirements
 - Referral Process
 - Timelines
 - Use of Phoenix

Bay-Arenac Behavioral Health New Contract Check List

- Medicaid Provider Qualifications
- Documentation Requirements and Timelines
- Agency Philosophy – Culture of Gentleness, Recovery, and Trauma Informed

- ☐ New Provider Orientation (Site Review/Audit process; provider specific orientation)
- ☐ Review of Medicaid Provider Manual, Rules, Regulations, and Relevant BABH P&P.
- ☐ Review Training Requirements (website)
- ☐ Assess Compliance with Home and Community Based Service rules (Residential/Vocational)
- ☐ Provide information on Provider Meetings as applicable.
- ☐ Notify Internal Departments and external providers as needed:
 - Notify Relevant Clinical Supervisors of new provider, Contact Information, Referral Process
 - External providers (e.g., primary providers)

BUSINESS INTELLIGENCE

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