

**HEALTHWEST**

Procedure

No. 10-012

Prepared by:

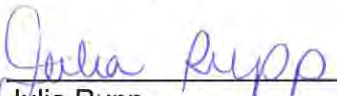
Judith E. Cohen  
Network Manager

Effective: June 1, 2002

Revised: January 7, 2016

Approved by:

Subject: Maintenance of  
Provider Manual

  
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Julia Rupp  
Executive Director

I. APPLICATION:

All contracted Providers of HealthWest.

II. PURPOSE:

To assure HealthWest Provider Manual is in compliance with all applicable standards.

III. PROCEDURE:

- A. The HealthWest Provider Manual can be electronically accessed at the HealthWest internet site: **www.healthwest.net**.
- B. HealthWest Network staff will provide updates to Provider Manuals via the internet.
- C. HealthWest Network staff will provide immediate updates to Provider Manuals when:
  - 1. New standards are forwarded by the Lakeshore Regional Partners and are effective in the current contract year.
  - 2. Safety or compliance deficits are identified and warrant immediate release of information to remediate deficit.
- D. Network staff will provide orientation to Providers on all new standards at regularly scheduled Provider meetings.

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