

# HEALTHWEST

## Policy and Procedure

No. 10-004

Prepared by:

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Effective: December 20, 2002

Revised: February 23, 2018

Approved by:

SUBJECT: Credentialing and  
Re-Credentialing of Providers

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### I. POLICY

It is the policy of HealthWest for all contracted Providers to be in compliance with all applicable Federal, State, and local laws and the Michigan Department of Health and Human Services rules and regulations for credentialing and re-credentialing.

### II. PURPOSE

The purpose of this policy is to assure that all contracted and subcontracted Providers of HealthWest comply with all applicable, Federal, State, and local laws, and the Michigan Department of Community Health rules and regulations for credentialing and re-credentialing.

### III. APPLICATION

All contracted and subcontracted Providers of HealthWest.

### IV. DEFINITIONS

A. Credentialing – process by which HealthWest assures that Providers meet and maintain required criteria in order to be accepted as a Network Provider.

B. Re-credentialing – process by which HealthWest assures that Providers meet and maintain required criteria in order to continue as a Network Provider.

### IV. PROCEDURE

A. HealthWest will assure the credentialing and recredentialing process of all members of its Provider Network include completion of the Certification of Debarment as well as requirements for compliance with other Federal and State licensing requirements for certification, licensure, or registration. Verification of licenses and certifications for the Provider Network will be done using the State of Michigan Department of Community Health and Human Services website as well as through the U.S. Department of Health and Human Service's Medicare and Medicaid Sanctions and Reinstatement Report. All contracted and

subcontracted Providers of HealthWest will credential Providers according to the requirements of the HealthWest Credentialing and Re-Credentialing Requirements Policy, No. 02-026.

**B. Requirements and Monitoring:**

Designated HealthWest staff will monitor compliance as defined below.

**NOTE:** HealthWest may delegate to its accredited Providers the responsibility for compliance and monitoring of their employees and/or subcontracted providers including Licensed Independent Practitioners, and may request use of HealthWest methods/tools.

Provider	Requirements	Provider Evidence	Review Schedule	Monitoring Method
<ul style="list-style-type: none"> <li>• <b>Accredited Providers</b> (e.g., TJC, CARF, or COA)</li> </ul>	<ul style="list-style-type: none"> <li>• Full compliance with State of Michigan Department of Community Health and Human Services licensing, certification, or registration requirements.</li> <li>• Full compliance with Department of Justice registration requirements (if applicable).</li> <li>• Non-exclusion to participate in Medicaid and Medicare programs under Section 1128 of the Social Security Act.</li> <li>• Performance Indicators obtained through the following: QAPIP Programs; utilization management system; the grievance system and consumer satisfaction surveys.</li> <li>• Any additional requirements defined in HealthWest policy or contract.</li> </ul>	<ul style="list-style-type: none"> <li>• Full Accreditation Report.</li> <li>• Full Licensure Report.</li> <li>• Self or External Record Audit Reports.</li> <li>• Plans of Correction or Performance Improvement.</li> <li>• Copy of signed Certificate of Debarment indicating that the provider is not excluded.</li> <li>• Copy of current list of exclusions from the Department of Health and Human Service's Medicare and Medicaid Sanctions and Reimbursement Report.</li> </ul>	<ul style="list-style-type: none"> <li>• Application and re-application.</li> <li>• Unscheduled.</li> <li>• Adverse incident.</li> </ul>	<ul style="list-style-type: none"> <li>• HealthWest staff review of evidence.</li> <li>• May include on-site record audit.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Non-Accredited Providers</b></li> </ul>	<ul style="list-style-type: none"> <li>• Same as above.</li> </ul>	<ul style="list-style-type: none"> <li>• Full Licensure Report.</li> <li>• HealthWest Record and Compliance Review.</li> <li>• Self/External record audits using HealthWest tool.</li> <li>• Staff training documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as above with probable site review.</li> <li>• Lakeshore Regional Entity will randomly review a sampling of Provider files throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>• HealthWest staff on-site record and evidence review.</li> </ul>

Provider	Requirements	Provider Evidence	Review Schedule	Monitoring Method
<b>Licensed Independent Practitioners</b>	<ul style="list-style-type: none"> <li>• Same as above.</li> </ul>	<ul style="list-style-type: none"> <li>• Record Review.</li> </ul>	<ul style="list-style-type: none"> <li>• Annually unless there is a plan of correction requiring more frequent reviews.</li> </ul>	<ul style="list-style-type: none"> <li>• On-site record and evidence review or review of accredited report and/or contract.</li> </ul>

- C. Consequences for failure to comply with the Policy are based in the HealthWest Boilerplate Contract Standards and Language. The consequences for contract compliance or employment will vary depending upon the classification of the credentialed employee and/or his or her presence on the Medicaid/Medicare Exclusionary List.
1. HealthWest Network Development staff/designee will notify Provider of non-compliance plan of correction requirements and timeframes.
  2. HealthWest Network Development staff/designee will monitor completion until full compliance is achieved.
  3. HealthWest may withhold payment or terminate contract.
  4. HealthWest may terminate employment.

V. REFERENCES

- A. Michigan Department of Health and Human Services/HealthWest Contract
- B. Lakeshore Regional Entity/HealthWest Contract
- C. Section 1128 of the Social Security Act, "Exclusion of Certain Individuals and Entities from Participation in Medicare and State Health Programs"
- D. United States Department of Justice, Controlled Substance Registration Department
- E. CARF: Behavioral Health Standards Manual
- F. HealthWest Policy #02-026, Credentialing and Re-Credentialing Requirements
- G. MDHHS Credentialing Technical Requirements
- H. County of Muskegon Human Resource policies

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