

HEALTHWEST

Procedure

No. 10-012

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Approved by:

Subject: Maintenance of
Provider Manual

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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 Entity 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 or via e-mail.

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