

HEALTHWEST

Policy and Procedure

No. 10-013

Prepared by:

Judith E. Cohen
Network Manager

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Approved by:

Subject:

Notification of Decision
to Providers


Julia B. Rupp
Executive Director

I. POLICY

It is the policy HealthWest to ensure that providers are given written notice if they are declined inclusion in the Provider Network.

II. PURPOSE

To establish and maintain consistent procedures for the written notice to providers regarding the decline of a provider for inclusion in the Provider Network.

III. APPLICATION

This policy applies to all HealthWest providers.

IV. PROCEDURE

- A. HealthWest Network staff shall adhere to the requirement of providing a written notice to any individual provider or group of providers if it declines inclusion in the Provider Network. Letters shall specify the reason for the decline of that provider in the Provider Network.
- B. HealthWest Network staff shall notify the Lakeshore Regional Entity within fifteen (15) days of the written notice to the individual provider or group of providers that it has declined their inclusion in the Provider Network.

C. Requirements and Monitoring:

Provider	Requirements	Documentation	Review Schedule	Monitoring Method
HealthWest	Full compliance with 42 CFR 438.12 MDHHS Contract 6.4.1.	Policies/Procedures. Copies of written notices sent to the providers declining their inclusion into the Provider Network.	Annual	Lakeshore Regional Entity staff – site review.

V. REFERENCES

42 CFR 438.12
MDHHS Contract 6.4.1

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