

HEALTHWEST

Policy and Procedure

No. 10-013

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Effective: April 3, 2013
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Approved by:

Subject: Notification of Decision
to Providers

DocuSigned by:

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Executive Director

I. POLICY

It is HealthWest's policy to ensure that providers are provided with written notice if they are declined inclusion in Provider Network.

II. PURPOSE

The purpose of this policy is to establish and maintain consistent procedures for providing written notice to providers regarding their exclusion from the Provider Network.

III. APPLICATION

This policy applies to all HealthWest providers.

IV. PROCEDURE

- A. HealthWest staff shall adhere to the requirement of issuing written notice to individual providers or group of providers upon their exclusion from the Provider Network. The letters shall clearly outline the reasons for the provider's exclusion.
- B. HealthWest staff shall notify the Lakeshore Regional Entity within fifteen (15) days of sending written notice to individual providers or group of providers regarding their exclusion from the Provider Network. .

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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 providers regarding their exclusion from the Provider Network.	Annual	Lakeshore Regional Entity staff – site review.

V. REFERENCES

42 CFR 438.12
MDHHS Contract 6.4.1

JF/hb