

**NORTHERN MICHIGAN REGIONAL ENTITY
ADMINISTRATIVE MANUAL**

PROCEDURE NAME: NOTIFICATION OF PROVIDER TERMINATION PROCEDURE
CHAPTER: FIVE – PROVIDER NETWORK & CONTRACT MANAGEMENT
PROCEDURE #: 05-02-008
EFFECTIVE DATE: April 23, 2014

PURPOSE

To provide timely and appropriate notification of discontinuation or termination of any contract for services provided to individuals served.

APPLICATION

This policy applies to the five Member Community Mental Health Services Programs (CMHSPs), and the NMRE Substance Use Disorder Services provider panel.

PROCEDURE

1. Consumers will be provided appropriate notice of any change of their authorized services. Efforts will be made to assure a smooth transition to a new provider.
2. Notification of provider discontinuation or termination from the network and the revision of the person-centered plan will be documented in the consumer's health record.
3. The PIHP by the CMHSP or ~~Coordinating Agency~~ **substance use disorder services provider panel** will be notified of any provider changes as soon as possible and the reason for the action.
4. The PIHP will notify the Michigan Department of ~~Community Health and Human Services~~ **Community Health and Human Services** within 7 days of any changes in the provider network that significantly affects the capacity of the network. The PIHP will also immediately notify MDCH**HS** and other applicable authorities when providers are terminated for compliance or other legal issues.

REFERENCE

- BBA 438.207(c)
- MDCH**HS**-PIHP Medicaid Managed Specialty Supports and Services Contract Attachment 6.3.2.1

REVISED:

REVIEWED: April 23, 2014

Signed copy is on file with NMRE

Dave Schneider
Northern Michigan Regional Entity Chief Executive Officer

Date