

BHCS MENTAL HEALTH CONTRACT PROVIDER REMINDER!

Ways to **Avoid** **Payment Delay and Recoupment**

READ THE CONTRACT CAREFULLY * KNOW ALL REQUIREMENTS * MAINTAIN COMPLIANCE

Our goal is to help ensure that each agency is well-positioned to deliver services to clients as well as to receive payment timely.

Help us to help you. Please pay attention to all contract requirements!

What **To** Do *(contract requirements)*

- ✓ **Maintain** fire clearance **annually**
- ✓ **Ensure all** Medi-Cal sites have a **current** certification
- ✓ **Meet & maintain staffing levels & contract deliverables**
- ✓ **Enter/submit data** reports, contract documents, cost reports and invoices **timely**
- ✓ **Maintain requirements** (i.e. insurance, attestation for Office of Inspector General, credentialing etc.)

What **NOT** To Do

- ✗ *Move a Medi-Cal service delivery site without prior BHCS approval, a valid fire clearance and NPI number*
- ✗ *Fail to hire staff, deliver services, or notify BHCS of site and program changes*
- ✗ *Enter data late or submit required documents late*
- ✗ *Allow insurance and/or fire clearances to lapse*

Network Office of Behavioral Health Care Services (BHCS)

Contact your Contract Managers for additional assistance at

[http://www.acbhcs.org/providers/network/docs/Network Office Contract Management Teams List.pdf](http://www.acbhcs.org/providers/network/docs/Network%20Office%20Contract%20Management%20Teams%20List.pdf)
510.567.8296 | <http://www.acbhcs.org/providers/network/cbos.htm>