

Mental Health Individual Provider (MHIP) Contracting Process



1-3 weeks	2-3 weeks	2-3 weeks	3-6 weeks	1-3 weeks	1-3 weeks
<p>Provider completes and submits application to the Contracts Unit:</p> <ul style="list-style-type: none"> Contracts Unit reviews application, CV, and W9 forms for completeness, and sends to ACCESS. ACCESS will call Provider for application review and interview. 	<p>Once ACCESS has approved Provider's application:</p> <ul style="list-style-type: none"> Contracts Unit emails Provider to request insurance documents and CAQH ProView profile creation. Insurance documents include: W9, PL (entire policy), Auto Insurance, WC declaration, Certification. 	<p>Contracts Unit requests Provider file from CAQH:</p> <ul style="list-style-type: none"> Contracts Unit prepares file for review by Credentialing team. Credentialing team meets once a month and reviews both new and ongoing Provider files. 	<p>Credentialing Team approves Provider:</p> <ul style="list-style-type: none"> Contracts Unit sends Provider credentialing approval letter. Contracts Unit sends training information for Provider to begin trainings. Contracts Unit submits request to Billing and Benefits Support Unit (BBSU) to register the Provider in ACBHD billing system (currently SmartCare). 	<p>Once Provider is setup in SmartCare:</p> <ul style="list-style-type: none"> Contracts Unit confirms Provider information and lets them know when to expect the Specialty Mental Health Services (SMHS) Agreement. Contracts Unit emails Agreement to the Provider and County Executives for review and signature. 	<p>Once Agreement has been fully executed:</p> <ul style="list-style-type: none"> Contracts Unit sends welcome letter and packet to Provider. Contracts Unit confirms referral preferences and Provider hours of operation. Contracts Unit notifies ACCESS that Provider is ready for referrals. ACCESS sends Provider referrals.

Important Things to Know:

- The population served is Moderate to Severe
- Claims are submitted via mail and payment for services is rendered via check
- ACBHD accepts group providers, however all providers in the group must be licensed
- Providers are required to complete Clinical Quality Review Training with our Quality Assurance Team