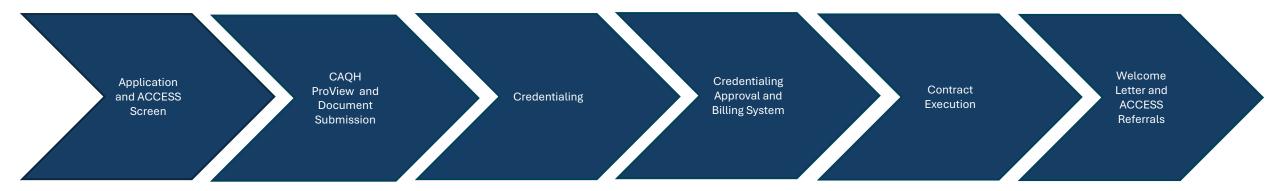


Mental Health Individual Provider (MHIP) Contracting Process



1-3 weeks

Provider completes and submits application to the Contracts Unit:

- Contracts Unit reviews application, CV, and W9 forms for completeness, and sends to ACCESS.
- ACCESS will call Provider for application review and interview.

2-3 weeks

Once ACCESS has approved Provider's application:

- 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.

2-3 weeks

Contracts Unit requests Provider file from CAQH:

- Contracts Unit prepares file for review by Credentialing team.
- Credentialing team meets once a month and reviews both new and ongoing Provider files.

3-6 weeks

Credentialing Team approves Provider:

- 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).

1-3 weeks

Once Provider is setup in SmartCare:

- 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.

1-3 weeks

Once Agreement has been fully executed:

- 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