

BARRY COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

POLICY AND PROCEDURE MANUAL

Policy: Behavioral Health Practitioners Credentialing 12-C		Application: BCCMHA Staff & Providers
Reviewed 12/21/2022	Revised 4/6/2022	First Effective 12/23/2019

I. PURPOSE

The purpose of the provider network is to enroll and credential competent and qualified providers to meet the needs of the population served by Barry County Community Mental Health Authority (BCCMHA). The policy establishes guidelines for credentialing and re-credentialing agency providers and independent contractors.

II. POLICY

BCCMHA may credential and re-credential behavioral health staff and independent behavioral health contractual providers with whom it contracts and fall within its scope of authority and action. BCCMHA, as part of its provider network practices, will not discriminate against particular providers that serve high-risk populations or specialize in conditions that require costly treatment. BCCMHA will not discriminate against a provider solely on the basis of license or certification. This does not preclude BCCMHA from establishing measures that are designed to maintain quality of services and control costs and are consistent with its responsibilities to clients and the community served.

It is the responsibility of the BCCMHA Credentialing Committee to review and recommend approval of the credentialing application of applicants prior to them being designated as a participating provider on the BCCMHA provider network. Providers may not provide care to members until they have been credentialed in accordance with this policy.

BCCMHA will communicate with providers about their credentialing status upon request throughout the credentialing process.

III. STANDARDS

CREDENTIALING

Credentialing will be completed for all practitioners as required by this policy and all applicable Michigan and Federal laws. Specifically, the following types of practitioners will be credentialed:

1. Physicians (M.D.s or D.O.s)
2. Physician Assistants
3. Psychologists (Licensed, Limited License, and Temporary License),
4. Licensed Master's Social Workers, Licensed Bachelor's Social Workers, Limited License Social Workers, and Registered Social Service Technicians
5. Licensed Professional Counselors
6. Board Certified Behavior Analysts
7. Nurse Practitioners, Registered Nurses, and Licensed Practical Nurses
8. Occupational Therapists and Occupational Therapist Assistants
9. Physical Therapists and Physical Therapist Assistants
10. Speech Pathologists

For internal BCCMHA staff, credentialing will be completed for staff that have an NPI number, or are eligible for one, and will be providing direct client care resulting in billing to Medicaid for services.

CREDENTIALING CRITERIA AND APPLICATION PROCESS

1. Practitioners requesting inclusion in the BCCMHA provider network will complete the current formal SWMBH Credentialing Application. The application will be processed by designated credentialing staff.
2. BCCMHA will require completed credentialing applications, with signed and dated attestations regarding accuracy and completeness of information, ability to perform duties, lack of present illegal drug use, history of loss of license and any felony convictions, and consent allowing verification of license, education, competence and any other related information.
3. Credentialing staff will verify information obtained in the credentialing application as described in the Behavioral Health Practitioners Credentialing Procedure Document. Copies of verification sources will be maintained in the practitioner credentialing file. When source documentation is not electronically dated, staff will sign and date with the current date. The verification timeframe will not exceed one-hundred-eighty (180) days.

TEMPORARY PROVISIONAL CREDENTIALING

1. Temporary or provisional status can be granted one time to practitioners until formal credentialing is completed.
2. Providers seeking temporary or provisional status must complete a signed application with attestation.
3. A decision regarding temporary/provisional credentialing shall be made within 31 days of receipt of application.
4. In order to render a temporary / provisional credentialing decision, verification will be conducted of:
 - a. Primary-source verification of a current, valid license to practice.
 - b. Primary-source verification of the past five years of malpractice claims or settlements from the malpractice carrier, or the results of the National Practitioner Data Bank (NPDB) query.
 - c. Medicare/Medicaid sanctions
5. Each factor must be verified within 180 calendar days of the provisional credentialing decision. The organization shall follow the same process for presenting provisional credentialing files to the Credentialing Committee or medical director as it does for its regular credentialing process.
6. Temporary/Provisional credentialing status shall not exceed 60 days, after which time the credentialing process shall move forward according to this credentialing policy.

RE-CREDENTIALING AND APPLICATION PROCESS

Re-credentialing will be completed for all participating physicians and other participating practitioners at least every two (2) years for those providing Medicaid services, and every three (3) years for those providing Medicare services only. The Credentialing Committee may recommend re-credentialing for a lesser period of time.

Every practitioner will complete or update the current formal SWMBH Credentialing Application and related materials required for the re-credentialing process. Additionally, the practitioner will provide the relative information supporting any changes in their credentials. The application will

be processed by the credentialing staff.

Re-credentialing criteria and application processing includes review of the re-credentialing application for completeness and accuracy. Primary source verification and re-credentialing criteria for physicians and practitioners is required per the Behavioral Health Practitioners Credentialing Procedure.

PRACTITIONER RIGHT FOR REQUEST FOR REVIEW

The Applicants Rights for Credentialing and Re-credentialing will be included in the initial credentialing packet sent to Applicants applying to be providers in the BCCMHA provider network.

1. Applicants have the right, upon request, to be informed of the status of their application. Applicants may contact the credentialing staff via telephone, in writing or email as to the status of their application.
2. Applicants have the right to review the information submitted in support of their credentialing application. This review is at the applicant's request. The following information is excluded from a request to review information:
 - a. BCCMHA is not required to provide the applicant with information that is peer-review protected.
 - b. Information reported to the National Practitioner Data Bank (NPDB).
 - c. Criminal background checks data.
3. Should the information provided by the applicant on their application vary substantially from the information obtained and/or provided to BCCMHA by other individuals or organizations contact as part of the credentialing and/or re-credentialing process, credentialing staff will contact the applicant within 180 days from the date of the signed attestation and authorization statement to advise the applicant of the variance and provide the applicant with the opportunity to correct the information if it is erroneous.
4. The applicant will submit any corrections in writing within fourteen (14) calendar days to the credentialing staff. Any additional documentation will be date stamped and kept as part of the applicant's credentialing file.

CREDENTIALING DECISIONS

Credentialing decisions will be made by the Credentialing Committee or if it is a Clean File, will be reviewed by the Medical Director.

Practitioners not selected for inclusion in the network will be given written notice of the reason for the decision.

REFERENCES

MDHHS Credentialing and Re-Credentialing Technical Requirements
SWMBH

ATTACHMENTS

[17-C Behavioral Health Practitioner Credentialing Attachment.pdf](#)

APPROVED BY:

Richard Thiemkey

Date

Executive Director