

Adding & Removing Participants & Providers/Suppliers

Effective Date: 7/28/2014

Draft/Review Date: 4/18/2014

Policy

- A. It is the policy of the ACO to ensure that the ACO conforms to CMS Medicare Shared Savings Program (Shared Savings Program) regulations regarding changes to the ACO's Participants and Providers/Suppliers rosters during the period of the ACO's agreement with CMS.

Applicability

This policy and procedure applies to all Participants, Providers/Suppliers, and other individuals or entities performing functions or services related to the ACO's activities.

Procedure

- A. During the term of the participation agreement, the ACO may add or remove ACO Participants or ACO Providers/Suppliers.
- B. Collaborative Health Services (CHS) must notify CMS within 30 days of any addition or removal of ACO Participants and/or Providers/Suppliers.
- C. CHS must notify CMS within 30 days of any significant change. A "significant change" occurs when the ACO is no longer able to meet the eligibility or program requirements of the Shared Savings Program.
- D. Participants. When a Participant is added or removed from the ACO:
 1. The ACO Participant or another member of the ACO will notify the ACO Governing Body of the change (if the Governing Body is unaware of the change or are not initiating the change themselves).
 2. The Governing Body will then notify CHS of the change, and CHS will take the appropriate steps to update its records and notify CMS.
 - a. For a participant termination, the termination must be done in writing in accordance with the termination provision in their Participant Agreement. This written termination must accompany the ACO Governing Body's notification to CHS.
 - b. For a participant addition, the notification to CHS must include completion of both tabs in the ACO Participant Add workbook, the signed Participant Agreement, a screenshot from Provider Enrollment Chain and Ownership System (PECOS) showing current enrollment and any appropriate supporting documentation.

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- c. For a participant change, the notification to CHS must include completion of the appropriate tab in the ACO Participant Add workbook, a screenshot from PECOS (if necessary) and any appropriate supporting documentation.
 3. The Governing Body may notify CHS in any manner they see fit, including submitting any required documents and notifying CHS via the ACO's SharePoint Site. Notification via the ACO's SharePoint Site will be handled by the ACO's Market Operations staff.
 4. The ACO Participant is responsible for notifying all Providers/Suppliers of their involvement (or termination of involvement) with the ACO.
 5. CHS is responsible for ensuring that a Participant that leaves the ACO removes all signs and materials from their practice location and returns them to CHS or destroys them.
 6. Any changes to the ACO Participant List must be brought to CHS's attention within a reasonable time of the addition/termination, but not later than 7 days after the Governing Body is notified of the change request.
 7. CHS is responsible for updating the ACO's Public Disclosure with Participant changes.
 - a. For a Participant termination, CHS will have 30 days from the date that the termination is submitted to CMS to update the ACO's Public Disclosure.
 - b. For a Participant addition, CHS will have 30 days from the date that CHS is notified that the Participant's application for addition is accepted by CMS to update the ACO's Public Disclosure.
- E. Providers/Suppliers. When a Provider/Supplier is added or removed from the ACO, the change must be noted:
 1. The Participant must log in to the Provider Enrollment Chain and Ownership System (PECOS) and make the appropriate changes.
 2. The Participant must submit a Provider/Supplier Roster update file. A template of this file is available on the ACO SharePoint site. The file is due to CHS on the 5th business day of every month via e-mail (ACOChanges@CollaborativeHS.com). This file may also be submitted via the ACO's SharePoint Site by the ACO's Market Operations staff.
 - a. For all Provider/Supplier additions or changes a screen shot from PECOS showing current enrollment must be provided.
 3. CHS will take the appropriate steps to add or remove the Provider/Supplier. CHS has 30 days to update the Provider/Supplier Roster and notify CMS in the case of changes to the roster of Federally Qualified Health Centers (FQHC) and Rural Health Centers (RHC).
- F. CHS will store the results of the change in an archive for the ACO on the ACO's SharePoint Site.

Reporting

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- A. The ACO Governing Body must notify CHS of all Participant additions/deletions and may notify CHS of such changes via the ACO SharePoint.
- B. The Provider/Supplier Roster update file is due to CHS by the 5th business day of every month and may be submitted to ACOChanges@CollaborativeHS.com. This file may also be submitted via the ACO's SharePoint Site by the ACO's Market Operations staff.

Related Documentation

- A. 42 CFR §425.214(a)(1) & (2), 42 CFR §425.214(b)