

**November 2, 2015**

## **A Current Partner or Affiliate Provider, which is a Clinically Integrated Network, Adds a TIN Provider**

### **Policy**

This process begins on December 1, 2015 and is based upon Section 2.3(L) of the Contract and is used by an UMP Plus ACP Network (ACP Network) when a current Partner or Affiliate Provider that is a clinically integrated network (CIN) and organized as a separate legal entity adds a Tax Identification Number (TIN) Provider.

An ACP Network may begin offering a new TIN Provider within a CIN only on the first of a month following submission of the Change Roster.

An ACP Network will not need to submit a form to communicate the addition of a new TIN Provider within a CIN. The TIN Provider, however, must be submitted on the Monthly Provider Change Roster (Change Roster) as an addition to a CIN.

If any due date in the process lands on a non-business day, then the due date defaults to the last business day before the due date.

This process is not used when a CIN is adding a practitioner, for example, a primary care physician, to a CIN.

### **Process**

1. ACP Network sends a Change Roster to the HCA. The ACP Network Provider Roster Point Person emails a TIN Provider to be added to a Partner or Affiliate CIN in the Change Roster.
  - a. The Change Roster may be emailed no later than the 15<sup>th</sup> of a month at least 1½ months before the TIN Provider's effective date in the Partner or Affiliate CIN. For example, if the TIN Provider's effective date on the Change Roster is June 1, then the TIN Provider may be emailed in a Change Roster no later than April 15.
2. HCA reviews the entire Change Roster.
  - a. The PEBB ACP Account Manager uses the HCA Reviews Monthly Provider Change Roster process to review the TIN Provider added to a CIN in the Change Roster.