**Rules for the Suspension, Termination, Exclusion excel lists located in DHHS’ Share Point site**

Note: we recommend adding a column that says: “**Date MCO Took Action**” because that will help us tally the #s correctly based on the month we did something.

1. **Rules for updating the excel Suspension List in DHHS Share Point:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Suspension List** | **Is Provider Par or Non-Par** | **Date Suspended** | **Date MCO Took Action** |
| Yes | Par  (Par means that the provider **IS** credentialed with us and **IS ALSO** in our billing/claims system) | Enter Suspension Date (this is the date the provider’s suspension date is effective) | Enter date MCO Took an Action: Note: this means, this is when the MCO went in and did something in the MCO’s system—the MCO went into their system and updated it. |
| Yes | Non-Par  (Non-Par means that the provider is **NOT** credentialed with us however, the provider **IS** in our billing/claims system [could be because they submitted a claim once ex: single case agreement; emergency]) | Enter Suspension Date (this is the date the provider’s suspension date is effective) | Enter date MCO Took an Action |
| No | NO ENTRY | NO ENTRY | Enter date MCO Took an Action |

**(See next page)**

1. **Rules for updating the excel Termination List in DHHS Share Point:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Termination List** | **Is Provider Par or Non-Par** | **TFC Date** | **Date MCO Took Action** |
| Yes | Par  (Par means that the provider **IS** credentialed with us and **IS ALSO** in our billing/claims system) | Enter Termination Date (this is the date the provider’s termination date is effective) | Enter date MCO Took an Action: Note: this means, this is when the MCO went in and did something in the MCO’s system—the MCO went into their system and updated it |
| Yes | Non-Par  (Non-Par means that the provider is **NOT** credentialed with us however, the provider **IS** in our billing/claims system [could be because they submitted a claim once ex: single case agreement; emergency]) | Enter Termination Date (this is the date the provider’s termination date is effective)  (Note:  this signifies you termed them from the billing/claims system, but since they aren’t contracted/credentialed with you, you can’t by legal definition “term” them since there is no “contract” so you don’t send the term letter) | Enter date MCO Took an Action |
| No | NO ENTRY | NO ENTRY | Enter date MCO Took an Action |

**(See next page)**

1. **Rules for updating the excel Exclusion List in DHHS Share Point:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exclusion List** | **Is Provider Par or Non-Par** | **Exclusion Date (suggestion: don’t call this the TFC date)** | **Date MCO Took Action** |
| Yes | Par  (Par means that the provider **IS** credentialed with us and **IS ALSO** in our billing/claims system) | Enter Exclusion Date (this is the date the provider’s exclusion date is effective) | Enter date MCO Took an Action: Note: this means, this is when the MCO went in and did something in the MCO’s system—the MCO went into their system and updated it |
| Yes | Non-Par | Enter Exclusion Date (this is the date the provider’s exclusion date is effective) | Enter date MCO Took an Action |
| No | NO ENTRY | NO ENTRY | Enter date MCO Took an Action |