



**Department
of Health**

**Office of
Health Insurance
Programs**

MMIS/MEDS Proposed Provider Terminations

Bureau of Provider Enrollment

Bureau of Certification and Surveillance

Division of Health Plan Contracting and
Oversight

Items Covered In This Webinar

MMIS/MEDS Proposed Provider Terminations Process:

- o What Has Been Completed
- o What MCOs Received From DOH- 02/22/2019
- o What MCOs Need To Do Next
- o Accessing Reports In Quest
- o Stay Tuned

What Has Been Completed

- MCOs reviewed 4th Quarter 2018 PNDS submission and removed providers identified as Part A
 - Part A defined as MMIS not found on reference data (Health Data NY file)
- MCOs submitted revised network as a test file to the PNDS on 02/08/2019

What MCOs Received From DOH-02/22/2019

An email from DHPCO Plan Manager or MLTC contact outlining next steps

- ZIP file containing the following:
 - ✓ One spreadsheet of the 2018 4th Quarter PNDS submission (*labeled: Q4 2018*)
 - ✓ One spreadsheet of the Ad Hoc test file submission excluding Part A MMIS/MEDs error providers (*labeled: Ad Hoc Test File MMIS-Meds*)
 - ✓ One template workbook (*labeled: MMIS-MEDS Proposed Provider Termination Workbook.*)

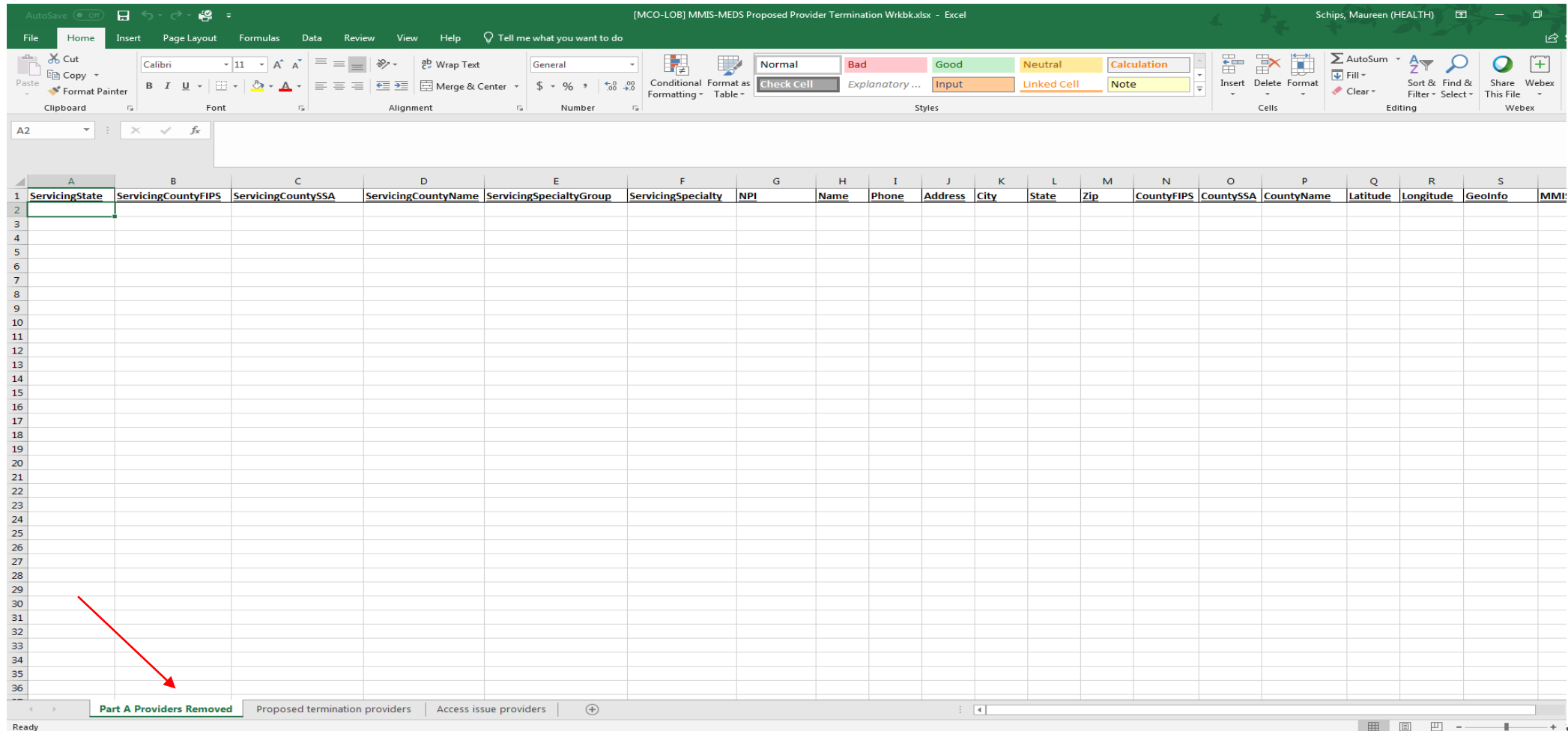
What MCOs Need To Do Next

- Compare 2018 4th Quarter PNDS submission and Ad Hoc Test File spreadsheets
- Use comparison to complete the 3 tabs of the template workbook
 - Tab 1: Part A Providers Removed
 - Tab 2: Proposed Termination Providers
 - Tab 3: Access Issue Providers

*All 3 tabs should include the Part A providers that had been removed in the test file submission

- Submit complete workbook to DHPCO Plan Manager or MLTC contact by
March 8th, 2019

The first tab of the workbook should include ALL Part A providers that had been removed prior to submitting the test file:



The third tab of the workbook should include only those Part A providers that cannot be terminated as their termination would result in an access issue:

The screenshot shows an Excel workbook with the following structure:

- Workbook Title:** [MCO-LOB] MMIS-MEDS Proposed Provider Termination Wkbk.xlsx
- Active Tab:** Access issue providers (indicated by a red arrow from the bottom right)
- Other Tabs:** Part A Providers Removed, Proposed termination providers
- Columns (A-U):**
 - A: ServicingState
 - B: ServicingCountyFIPS
 - C: ServicingCountySSA
 - D: ServicingCountyName
 - E: ServicingSpecialtyGroup
 - F: ServicingSpecialty
 - G: NPI
 - H: Name
 - I: Phone
 - J: Address
 - K: City
 - L: State
 - M: Zip
 - N: CountyFIPS
 - O: CountySSA
 - P: CountyName
 - Q: Latitude
 - R: Longitude
 - S: GeoInfo
 - T: MMIS
 - U: (Empty)

The 'Access issue providers' tab is currently empty, showing only the column headers.

- The headers of the workbook are identical on each tab.
- Information needed for each header can be found on the quarterly submission in Quest.

The screenshot shows an Excel spreadsheet with the following structure:

- Formulas Bar:** Contains 'O21'.
- Worksheet Headers (Row 1):**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	ServicingState	ServicingCountyFIPS	ServicingCountySSA	ServicingCountyName	ServicingSpecialtyGroup	ServicingSpecialty	NPI	Name	Phone	Address	City	State	Zip	CountyFIPS	CountySSA	CountyName	Latitude	Longitude	GeoInfo	MMIS	
- Formulas Bar:** Contains 'O21'.

A red arrow points from the 'Format Painter' icon in the ribbon to cell B1.

Accessing Reports in Quest

1. Select Q4 2018 version of the “Schedule” box
2. Select the applicable MCO in the “Issuer” box
 - All lines of business should show
3. Select the line of business needed on the appropriate pie chart
4. After selecting line of business, click “View Details By Specialty”
5. Click download symbol (cloud with arrow inside) in blue bar
6. Under “Create Downloadable Report” click on “Providers” & select “Network Providers” from the drop down
7. Click “Generate”
8. Click “My Downloads” in top right corner of same page
9. Click on the blue file name to download the Excel sheet
10. The file will be in the format requested in the Workbook with the same column headings

Stay Tuned

- DOH will review each MCO's workbook and provide next steps
- For questions on the process described in this webinar, contact the following:
 - *Mainstream Medicaid MCOs: Maureen Schips*
(maureen.schips@health.ny.gov) and cc DHPCO Plan Manager
 - *MLTC Plans: Meredith Walker* (meredith.walker@health.ny.gov)
- Next webinar slated for April

Reminder: Do not terminate any providers in your network at this time