

CONTRACTING PROCESS

GHN is a group of independent, non-integrated providers. When contracting with new Managed Care Plans, GHN must use the messenger model as a vehicle for sending out and receiving back provider fee proposals. In general terms, the process works as follows:

1. Physicians submit their individual provider fee profiles which include the practice's top 50 procedure codes, the provider's billed charge data, and utilization data (if available).
2. GHN then creates a fee proposal, based on the Individual Physician's data and the payer's fee proposal. This is then distributed to each physician for review.
3. Each physician has 25 days to accept, counter or reject a payer's proposal and return his/her response to GHN. Those who respond to the proposal within the 25 day review period will be considered in GHN's decision to move forward with a potential payer.
4. If the acceptance rate and contractual terms meet GHN's standards, a contract may be finalized. If the acceptance rate and/or contract terms do not meet GHN's standards, then appropriate discussions may continue until a resolution is reached.

For the complete GHN Contracting Policy, please contact Lori Major at (830) 401-7549.

Credentialing & Recredentialing

Physicians who desire to join GHN must meet certain criteria as established by the GHN Provider Agreement and Credentialing Policy . GHN also has panel considerations that apply for physicians who have or are planning to have their primary practice in Guadalupe County, Texas.

During the application process GHN, physicians undergo a thorough credentialing process that is modeled after the National Committee for Quality Assurance (NCQA) and the State of Texas credentialing guidelines. In exchange for meeting these standards, GHN has been granted delegated credentialing status with each of its contracted payers. This means that instead of submitting subsequent applications to each of our payer groups, physicians need only to complete one application for GHN. Once approved, GHN will forward the relevant physician data to each payer. GHN continues to provide payers updates on the physicians' behalf, further reducing the hassle factor for our providers.

Credentialing Process & Policy

Once a complete application and supporting documents are received, the GHN Staff:

1. prepares a credentialing file for each physician,
2. verifies all required documents, and necessary certifications
submits provider's file to the Medical Advisory Committee for peer review and
3. submits the provider's file to the GHN Board of Directors for final consideration.

For more detail on the credentialing process, please contact Lori Major (830) 401-7549.

Please note: The time from the initial credentialing process to final approval by the GHN Board of Directors may take up to 180 days. (Additional delays may occur if 1) the initial application and supporting documents are not complete or accurate, 2) the physician is not Board Certified (due to longer times to verify education), and 3) if there are adverse events that need further clarification.) Once approved, it may take an additional 90 days to become effective with each of the GHN payer groups.

Application Documents:

A complete application packet is available upon request by contacting the GHN office at (830) 303-4846. Prospective physicians may contact Lori Major directly with any questions. (830) 401-7549. Please note other

documentation may need to be provided.

Application Documents will include:

- ℔ Letter to Prospective Physician Applicants
- ℔ Application Instructions
- ℔ Credentialing Policy
- ℔ *Texas Common Application (copies are acceptable; however pages 11 & 12 need to have original signatures submitted to GHN.)
- ℔ *GHN Participating Provider Agreement
- ℔ *W-9 Form
- ℔ *Blank CMS 1500
- ℔ *Request for Board Certification Waiver (if needed)
- ℔ GHN Provider Benefits
- ℔ Contracting Policy
- ℔ *Attestation of Application Process & Receipt of Materials

* Document needs to be completed and returned to GHN.

Recredentialing:

After initial credentialing, GHN providers are recredentialled every two years. Each spring and fall, GHN recredentialled blocks of physicians according to their appointment date. A recredentialing application is needed to update provider information. Upon submission, the GHN staff re-verifies the provider's information and submits the application for consideration by its credentialing committee and Board of Directors.