
12. PROVIDER NETWORK

- A. Primary Care Provider
 - 1. Hospital Affiliations
-

APPLIES TO:

- A. This policy applies to all IEHP Covered Providers.

POLICY:

- A. Primary Care Providers (PCPs) may have a maximum of two (2) unique IEHP Provider Hospital Affiliations, except in rural areas where PCP coverage is limited due to geographic location at the discretion of IEHP. PCPs may have a maximum of three (3) unique IEHP Covered Provider /Hospital Affiliations at the discretion of IEHP.
- B. Within IEHP's service area, IEHP contracts with available Federally Qualified Health Centers (FQHCs), Rural Health Clinics (RHCs) and Indian Health Facilities (IHF) to ensure Member access to the services provided by these Providers.

PROCEDURES:

- A. A PCP must spend a minimum of 16 hours per week at each participating location with the exception of Residency Teaching Clinics and Rural Clinics who may be exempt from the minimum 16 hours on site requirement for PCPs.
- B. Attending physicians receiving Membership assignment as a PCP at a residency teaching clinic or at a rural clinic must be on-site a minimum of eight (8) hours per week.
- C. A PCP is allowed a maximum of two (2) unique Provider Hospital Affiliations under the following circumstances:
 - 1. The PCP has two (2) offices within IEHP's service area and spends a minimum of 16 hours per week at each site.
 - 2. The PCP has one (1) office but has an admitter or covering Hospitalist agreement at two (2) IEHP contracted Hospitals that are both located within the PCP's geography, as deemed by IEHP.
 - 3. The above is allowed if the PCP is contracted with an IPA that meets the criteria specified in Policies 12D, "Specialty Network Requirements" and 12F, "Hospital Affiliations."
- D. Given the above criteria, a PCP may admit Members to a maximum of two (2) IEHP contracted Hospitals to comply with the two (2) Provider Hospital Affiliations rule, with the exception of PCPs with rural clinics which are allowed three (3) Provider Hospital Affiliations.
- E. A PCP may not transfer their assigned Membership with one (1) Provider Delegated Hospital Affiliation to another Provider Hospital Affiliation unless a written notification has been submitted to IEHP specifying that they will no longer continue with one of their Provider

12. PROVIDER NETWORK

A. Primary Care Provider

1. Hospital Affiliations

affiliations and that Provider Affiliation will be terminated. IEHP does not allow Providers to transfer Members back and forth between their existing Provider Hospital Affiliations due to the undue burden it places on Members being transferred from one Hospital relationship to another. If a PCP has decided not to continue a relationship with a Hospital, that Provider Affiliation must be terminated for Members to be transferred to the PCP's other or new Provider Affiliation.

- F. IEHP will allow PCPs to have two (2) affiliations at one (1) site linked to one (1) Hospital as long as it meets the criteria specified in Policies 12D, "Specialty Network Requirements" and 12F, "Hospital Affiliations."
- G. IEHP verifies Hospital affiliation privileges and geographic distribution as stated in Policy 2B, "Hospital Privileges."
- H. PCPs employed by Federally Qualified Health Centers (FQHCs), Rural Health Clinics (RHCs), and Indian Health Facilities (IHF) are subject to the same stipulations cited above although assignment of Members is made to the clinic and not to the individual PCPs at the clinic. If an employed PCP leaves one of these types of clinics, the Members remain assigned to the clinic under the care of the PCP(s) currently credentialed at the clinic.¹

INLAND EMPIRE HEALTH PLAN		
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	<input type="checkbox"/> DMHC	<input type="checkbox"/> NCQA
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¹ DHCS APL 23-001

12. PROVIDER NETWORK

- A. Primary Care Provider
 - 2. Enrollment Capacity
-

APPLIES TO:

- A. This policy applies to all IEHP Covered Providers.

POLICY:

- A. IEHP ensures that our overall contracted network satisfies regulatory requirements are as follows.¹ Ratios are calculated on the Plan's full time equivalent (FTE) Primary Care Provider (PCP) network as a whole and is not applied to an individual PCP.

1. Primary Care Providers (PCP)	1 FTE: 2,000
2. Advanced Practice Practitioner	1 FTE: 1,000
3. Total Physicians	1 FTE: 1,200

- B. Advanced Practice Practitioners or non-physician medical practitioners ratios do not exceed the following:

1. Nurse Practitioners (NP)	1 : 4
2. Certified Nurse Midwives (CNM)	1 : 3
3. Physician Assistants (PA)	1 : 4

Maximum of four (4) Non-Physician Medical Practitioners in any combination that does not include more than three (3) midwives.

DEFINITIONS:

- A. Primary Care Provider (PCP) – A Provider responsible for supervising, coordinating, and providing initial and primary care to Members, for initiating referrals, for maintaining the continuity of Member care, and for serving as the Medical Home for Members. The PCP is a general practitioner, internist, pediatrician, family practitioner, non-physician medical practitioner, or obstetrician-gynecologist (OB-GYN). For SPD Members, a PCP may also be a Specialist or clinic.
- B. Advanced Practice Practitioners – These are non-physician medical Practitioners, such as Nurse Practitioners (NPs), Certified Nurse Midwives (CNMs) and Physician Assistants (PAs).²

PROCEDURES:

¹ California Health and Safety (Health & Saf.) Code § 1375.9(a)

² NCQA, 2024 HP Standards and Guidelines, NET 1B, Factor 1

12. PROVIDER NETWORK

A. Primary Care Provider 2. Enrollment Capacity

PCP Enrollment Capacity

- A. PCPs are listed in the IEHP Provider Directory and receive Members through auto assignment and Member choice, unless otherwise requested.
- B. Each PCP is listed in the IEHP data system as having a general standard for an enrollment capacity of 2,000 Members.³ If a PCP has two (2) IEHP Provider Affiliation Numbers, each Provider Affiliation Number is assigned an enrollment capacity that when combined meets the general recommended enrollment capacity.
- C. For each advanced practice practitioner supervised by a PCP at the same location, the above recommended enrollment capacity can be increased by 1,000 Members per advanced practice practitioner. Please see Policies 2A.1, “Credentialing Standards – Credentialing Policies” for more information.
- D. All participating Pediatric, Family Practice and General Practice PCPs must be willing to accept a minimum of 500 Members in all contracted lines of business combined, unless otherwise approved. Participating Internal Medicine PCPs must be willing to accept a minimum of 250 Members in all contracted lines of business combined, unless otherwise approved.
 - 1. PCPs reaching the minimum limit may elect to not participate in the auto assignment process and Member choice process by contacting IEHP and requesting that their enrollment panels be set to a “Closed” status.
 - 2. If a PCP has not met the minimum enrollment requirement of Members for their specialty, a PCP can request to NOT be included in the auto assignment process for defaulted Members but not Member choice, have the minimum requirement unless otherwise approved.

Monitoring and Oversight

- A. On an ongoing basis, IEHP reviews and monitors its overall PCP capacity to ensure adequate access regardless of enrollment capacity.
- B. PCPs that reach the general standard enrollment capacity will be monitored by the Provider Services department for access related issues on a monthly basis to assess if the PCP’s enrollment panels should be closed or limited to new enrollment to ensure compliance with access standards.
- C. Access related grievances are reported and tracked by the Grievance and Appeals department and provided to the Provider Relations department to review for possible closing or limiting PCP’s panel for new membership. At least annually, IEHP assesses its network capacity as it pertains to the standards stated herein. IEHP takes corrective action as necessary with Providers to ensure its network continuously satisfies IEHP and legislative requirements.

³ NCQA, 2024 HP Standards and Guidelines, NET 1B, Factor 3

12. PROVIDER NETWORK

- A. Primary Care Provider
 - 2. Enrollment Capacity
-

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12. PROVIDER NETWORK

B. Provider Directory

APPLIES TO:

A. This policy applies to all IEHP Covered Members.

POLICY:

- A. Each Provider Directory and web-based Provider Directory (known as “Find a Doctor” search) contain information on Hospitals¹, Primary Care Providers (PCPs), OB/GYNs, Specialists, Behavioral Health (BH) Providers, Behavioral Health Treatment (BHT) Providers, Vision Providers, Urgent Care Centers, Ancillary Providers, Birth Centers, Facilities, Pharmacies, Advanced Practice Practitioners (e.g. Nurse Practitioners (NPs), Physician Assistants (PAs), and Nurse Midwives), and other Providers) who have been credentialed and are contracted with IEHP.²
- B. Each PCP is listed individually in the Provider Directory to help facilitate the selection process by the Member.
- C. Based on IEHP PCP affiliations, a PCP can be listed twice in the Provider Directories, except for those Physicians who also service IEHP rural areas.
- D. A PCP with two (2) Hospital affiliations, credentialed and board certified in two (2) IEHP approved specialties, can be listed a maximum of four (4) times in the Provider Directory.
- E. If a contracted Provider informs IEHP of a Provider Directory change or inaccuracy, IEHP will make that change to its internal systems or inform the delegated Provider of the change. Network updates are reflected on the web-based Provider Directory by the following business day.
- F. IEHP investigates each time it receives a report of a potential Provider Directory inaccuracy. IEHP will contact the affected Provider no later than five (5) business days following receipt of the inaccuracy report. IEHP will document the receipt of the reported inaccuracy, investigation, and the outcome of the investigation. If the inaccuracy is confirmed and the correct information is verified, the Provider Directory and web-based Provider Directory will be updated within thirty (30) business days of the inaccuracy being reported. The validation process includes, but is not limited to, the following:^{3,4}
1. Provider is no longer accepting new patients for any line of business;
 2. Removal of Provider or Provider group who has retired, ceased to practice, or no longer under contract with IEHP for any reason;
 3. Change in Provider’s practice location or update of demographic information; or

¹ National Committee for Quality Assurance (NCQA), 2024 Health Plan Standards and Guidelines, NET 5, Element G

² California Health and Safety Code §1367.27

³ NCQA, 2024 HP Standards and Guidelines, NET 5, Element D, Factor 1

⁴ CA Health & Saf. Code §1367.27 (j)(3)

12. PROVIDER NETWORK

B. Provider Directory

4. Any information that affects the content or accuracy of the Provider Directory.
- H. As part of IEHP’s monitoring process, on an annual basis, IEHP requires delegated contracted entities such as American Specialty Health (ASH) to provide a report of identified/reported inaccuracies and the timeframe of the correction as stated in Policy 25A2, “Delegation Oversight Audit.”

PROCEDURES:

- A. Members, potential members or other requestors can receive the IEHP Provider Directory through the following:⁵
 1. Medi-Cal Members receive a Provider Directory in the State Medi-Cal pre-enrollment packet from Health Care Options.
 2. IEHP mails a copy of the Provider Directory directly to new Members upon enrollment with IEHP.⁶
 3. Members, potential members, or other requestors may call IEHP Member Services Department directly at (800) 440-4347 to receive a copy within five (5) business days.⁷
 4. Members can also access the Find a Doctor Search online at www.iehp.org. All network updates are reflected on web-based Provider Directory the following business day.
- B. The printed IEHP Provider Directory contains information regarding IEHP’s network Practitioners, including the following elements which are subject to change based on regulatory requirements, including but not limited to:⁸
 1. Headers to indicate City or Region Names (in alphabetical order);
 2. Specialty (e.g. Family Medicine) including board certification if any;
 3. Provider Name (last, first – listed alphabetically);
 4. Gender;
 5. Eye Exams or Frame and Lens only (Vision Provider only);
 6. Provider’s office email address, where the mail is intended for Member communication, regularly monitored and maintained in a manner consistent with State and Federal health privacy laws. The Provider will also attest to the security of the email address;
 7. Street Address, City and Zip Code;
 8. California license number and type of license;
 9. Age Restriction;

⁵ CA Health & Saf. Code §1367.27 (d)(1)

⁶ NCQA, 2024 HP Standards and Guidelines, NET 5, Element J, Factor 1

⁷ NCQA, 2024 HP Standards and Guidelines, NET 5, Element J, Factor 2

⁸ CA Health & Saf. Code §1367.27 (h)

12. PROVIDER NETWORK

B. Provider Directory

10. Appointment Needed;
 11. Federally Qualified Health Center (FQHC);
 12. Board Certified;
 13. Telephone Number (including area code);
 14. Fax Number (including area code);
 15. Website;
 16. Affiliated Hospital;
 17. Hospital Admitting Privileges;
 18. Affiliated Clinic;
 19. IEHP Assigned Doctor Number;
 20. National Provider Identifier (NPI) Number;
 21. Languages (other than English) spoken by clinical staff including Physician;
 22. Business Hours and Days of operations;
 23. Bus Route Information;
 22. Panel Status (indication of whether a Provider is accepting new Patients, existing Patients only, not accepting new Patients currently or if they are only available to see Patients by referral or only through a hospital or facility);⁹
 23. Accessibility Level; and
 24. Extended Office Hours (Providers who are open before 8am, open after 5pm, or open weekends are 'bolded'.)
- C. The online IEHP Provider Directory also known as “Find a Doctor,” contains information regarding IEHP’s network Practitioners, including the following elements which are subject to change based on Program requirements, including but not limited to:
1. Provider Name
 2. Gender
 3. Office Phone Number
 4. Office Fax Number
 5. Office e-mail Address
 6. Office Hours
 7. Website

⁹ CA Health & Saf. Code §1367.27 (j)(1)(A)

12. PROVIDER NETWORK

B. Provider Directory

8. After Hours
 9. Walk In
 10. Languages
 11. Address
 12. Bus Information
 13. Language Interpreter Available
 14. Clinical Staff Language
 15. Non-Clinical Staff Language
 16. Specialty
 17. Provider Number
 18. National Provider Identification
 19. Medical Board License
 20. Directory ID
 21. Plan (Line of Business)
 22. Panel Status
 23. Hospital
 24. Age Restriction
- D. The Provider Directory also includes instructions for Members on how to use the Directory for selecting a Provider.
- E. IEHP requires all contracted Providers who are not accepting new patients to direct Members or potential members to IEHP for additional assistance in finding a Provider and to the California Department of Health Care Services (DHCS) to report any potential Directory inaccuracy.¹⁰
- F. IEHP verifies 100% of the elements listed below:¹¹
1. A semi-annual verification of Provider information is performed through various modalities, including but not limited to fax, email, and phone call.
 2. Failure to respond to the Provider Network verification may result in a delay of payment or reimbursement of a claim.
 3. Non-responsive Providers, except for general acute care Hospital, are notified ten (10) business days prior to their removal from the Directory.

¹⁰ CA Health & Saf. Code §1367.27(i)(2)

¹¹ CA Health & Saf. Code §1367.27 (n)(1)

12. PROVIDER NETWORK

B. Provider Directory

- G. IEHP may omit a Provider, Provider Group, or category of Providers similarly situated, from its directory if one of the following conditions are met:
1. Upon submission of a signed statement from an individual Provider to IEHP that the Provider is currently enrolled in the Safe at Home Program;
 2. Upon submission of a signed statement from an individual Provider to IEHP that the Provider fears for his or her safety or the safety of his or her family due to his or her affiliation with a health care service facility or due to his or her provision of health care services;
 3. Upon submission of a signed statement from a person authorized by a Provider group to IEHP stating that a facility or any of its Providers, employees, volunteers, or Members is or was the target of threats or acts of violence within one (1) year of the date of the statement; or
 4. Upon the Department's prior approval pursuant to a finding of good cause or extraordinary circumstances.
- H. In instances where IEHP does not meet time and distance standards for specific Provider types in IEHP's service region, IEHP will allow Members to see a Provider who is not currently in IEHP's contracted network. IEHP has identified some zip codes and Provider types that do not meet the required time and distance standards. DHCS requires approval for alternative access standards for these zip codes and Provider types. IEHP's web-based Find a Doctor Search contains information on the list of approved zip codes and Provider types by county.
- I. Due to population mix in Riverside and San Bernardino counties, IEHP surveys threshold language-speaking Practitioners and their staff who have indicated they have the language capabilities, at the time of entry into the network and annually through language competency study, before this designation is listed in the Provider Directory as outlined in Policies 9H1, "Cultural and Linguistic Services - Foreign Language Capabilities" and 9H2, "Cultural and Linguistic Services – Language Competency Study."¹²
- J. IEHP posts a report every six (6) months on the secure Provider portal of the most current listing of contracted and credentialed PCPs, Specialists, OB/GYNs, Physician Extenders and Ancillary Providers, including their Hospital affiliation.
- K. Changes made to the Provider Directory information as a result of any investigation will take place at the next required update, or the next scheduled update thereafter as applicable to the online Directory.¹³

¹² CA Health & Saf. Code §1367.27 (i)(9)

¹³ NCQA, 2024 HP Standards and Guidelines, NET 5, Element D, Factor 2

12. PROVIDER NETWORK

B. Provider Directory

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12. PROVIDER NETWORK

C. PCP, Specialist, Vision and Behavioral Health Provider Network Changes

APPLIES TO:

A. This policy applies to all IEHP Covered Providers.

POLICY:

- A. Primary Care Providers (PCPs) must provide 60 days advance written notice to IEHP regarding any changes in their operations including but not limited to address, and/or Hospital affiliations.
- B. Specialist, Vision and Behavioral Health Providers must provide 60 days advance written notice to IEHP of any changes in their clinic operation including but not limited to address.
- C. IEHP allows changes in Hospital affiliations; however, PCPs should review their current contractual clauses regarding contract termination before terminating the agreement.
- D. IEHP sends to Members 30 days advance written notice about any changes to their PCP, Specialist and Behavioral Health Providers' clinic operations including but not limited to address and terminations of agreements. If sufficient advance notice of 60 days is not provided to IEHP regarding a change to the aforementioned Providers' clinic operations, IEHP sends Members notice as soon as possible upon receiving notification of the change from the Provider.

PROCEDURES:

PCP Change in Affiliations

- A. PCPs must send written notification informing IEHP of a change in Hospital affiliation 60 days prior to the effective date of the change.
- B. IEHP verifies specialty network in accordance with Policy 12D, "Specialty Network Requirements." If the Hospital changes, IEHP verifies the new Hospital link and the PCP has privileges or admitting arrangements in place at the new Hospital. A signature page of the agreement between the PCP and IEHP is required to be submitted. Once all information is verified and the new affiliation is accepted and processed, then the PCP is assigned a new Provider Hospital Affiliation.
- C. Members are transferred from the old Provider Hospital Affiliation to the new Provider Hospital Affiliation on the first day of the month when the change is deemed effective by IEHP. Members are notified by IEHP 30 days in advance of the effective date of the change.
 - 1. A Hospital change becomes effective on the first of the month following 60 days from the date notification is received by IEHP, unless otherwise approved by Provider Relations Management with a different date.

12. PROVIDER NETWORK

C. PCP, Specialist, Vision and Behavioral Health Provider Network Changes

- D. Once all information is verified, IEHP sends a letter to the PCP informing the PCP of his/her new Provider Hospital Affiliation, effective date of the change, and status of his/her membership.
- E. The above procedures for Member assignment may be modified due to circumstances that, in the judgement of the IEHP Chief Operating Officer (COO) or Chief Medical Officer (CMO), are in the best interest of the Member.

PCP Changes in Office Location

- A. PCPs must provide written notification to IEHP that a PCP is relocating to another office within IEHP's geographic service area 60 days prior to the relocation.
- B. When a PCP site relocates, an initial FSR is completed within 60 days of notification or discovery of the completed move. IEHP allows the PCP to continue to see their assigned Members however, the PCP site is not assigned new Members until they receive passing FSR and MRR scores.
- C. If a 60 days advance notice is not received, the PCP is frozen to Member auto-assignment, not Member choice enrollment, for a period of 60 days from the date IEHP received notification.
- D. When geographically appropriate, Members remain with the PCP unless the PCP moves to a different geographic area, defined as 10 miles, from the PCP's former location. IEHP makes every effort to notify Members 30 days in advance of the effective date of the relocation.
- E. If a PCP moves to a different geographic area, IEHP reassigns Members to a new PCP that has the capacity and can accommodate the affected Member. IEHP cannot guarantee that a Member remains part of the Plan's network.
- F. If the PCP practiced in a hospital-based clinic, county clinic, teaching clinic, Federally Qualified Health Center (FQHC), Rural Health Clinic (RHC), Tribal Federally Qualified Health Center (Tribal FQHC), or other site IEHP determined functions as a clinic in which PCPs are employed, the Member will remain assigned to the clinic where the PCP practiced and the Member can continue care at the clinic.
- G. The above procedure for Member assignment may be modified due to circumstances that in the judgment of the IEHP Chief Operating Officer or the Chief Medical Officer are not in the best interest of the Member.
- H. PCPs also must submit written notification to IEHP Provider Services when there is a change in other office operations. For example, but not limited to, a change in phone or fax number, office hours, specialty, and/or capacity status.

Specialist, Vision and Behavioral Health (BH) Provider Change in Office Location

12. PROVIDER NETWORK

C. PCP, Specialist, Vision and Behavioral Health Provider Network Changes

- A. Specialist, Vision and BH Providers must submit written notification to IEHP that they are relocating to another office within IEHP’s geographic service area 60 days prior to the relocation.
- B. Specialist, Vision and BH Providers also must submit written notification to IEHP Provider Services when there is a change in other office operations. For example, a change in phone or fax number, office hours, specialty, and/or capacity status.

Specialist, Vision and Behavioral Health (BH) Provider Termination

- A. Specialist, Vision Providers and BH Providers no longer interested in participation in the IEHP network must submit a minimum of 60 days written notice of intent to terminate. IEHP makes every effort based on the timing of notification by the Provider to provide impacted Members with a minimum of 30 days’ notice in advance of the effective date of the termination.
- B. When a BH Provider is unable to continue to provide treatment for an IEHP Member, either due to going on medical leave, maternity leave, vacation, military duty, etc., the BH Provider or the Providers’ office is responsible for coordinating the transition of impacted IEHP Members to other appropriate IEHP BH Providers to avoid patient abandonment. IEHP BH Providers are expected to follow all licensing board requirements and maintain ethical standards of practice while care is being transitioned.
- C. When a BH Provider is being terminated, the BH Provider or the BH Provider’s office needs to cooperate with IEHP Behavioral Health and Care Management department in developing a transition plan for impacted IEHP Members that ensures Members are not abandoned and that BH Providers are compliant with their licensing board requirements and maintain ethical standards of practice. In order to coordinate the transition of IEHP Members, BH Providers may be required to provide a list of active IEHP Members who will need to be transitioned to another BH Provider, treatment records, and/or medication lists with the IEHP BH Department.

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12. PROVIDER NETWORK

D. Specialty Network Requirements

APPLIES TO:

A. This policy applies to all IEHP Covered Providers.

POLICY:

A. IEHP maintains adequate numbers and types of Specialists to provide access to preventive and managed health care services to its Members.¹

B. IEHP has identified its high-volume Specialists based on demographics and number of encounters. To ensure that Members have adequate access to such high-volume Specialists, IEHP must maintain the following minimum ratios of high-volume specialty Providers to Members:

1. OB/GYNs	1:10,000
2. Physical Therapist	1:10,000
3. Orthopedic Surgery	1:15,000
4. Ophthalmology	1:15,000
5. Cardiology/Interventional Cardiology	1:10,000
6. Pain Management	1:25,000

C. IEHP has identified its high impact Specialists based on Utilization data such as Claims and encounters on an annual basis. To ensure that the Members have adequate access to such highly impacted Specialists, IEHP maintains the following minimum ratios of high-impact specialty Providers to Members.

1. Hematology	1:25,000
2. Oncology	1:25,000

D. IEHP has identified its high-volume Behavioral Health (BH) Providers based on demographics and number of encounters. To ensure that the Members have adequate access to such high-volume BH Providers, and full range of covered non-specialty mental health services, IEHP maintains the following minimum ratios of high-volume BH Providers to Members:

1. Mental Health Practitioners	1:15,000
2. Marriage and Family Therapist	1:15,000
3. Licensed Clinical Social Worker	1:15,000

¹ Title 22 California Code of Regulations (CCR) § 53853(a)

12. PROVIDER NETWORK

D. Specialty Network Requirements

4. Psychiatrists	1:15,000
5. Psychologists	1:15,000
6. Behavioral Health Treatment Providers	1:15,000

DEFINITIONS:

- A. Specialist - A Physician who is board-certified or has training that meets American Board of Medical Specialties (ABMS) or American Osteopathic Association (AOA) requirements as applicable in the specialty of medical care provided.
- B. High-volume Specialist - A Physician located in an expected high-volume geographic area or in high-volume specialties or both and most likely provides services to the largest segment of the membership.
- C. High-impact Specialist -A Physician that treats conditions that have mortality and morbidity rates and where treatment requires significant resources.
- D. Complete Specialty Network of Physicians – For the purpose of this policy, a complete specialty network of physicians is defined as consisting of a minimum of two (2) unique Providers for every specialty listed in this policy and two (2) unique Provider contracts with the Plan in every specialty in each local geographic service area as it relates to Hospital affiliation. A Specialist Provider who has offices in several geographic regions counts as one (1) unique Specialist regardless of the number of Hospitals at which the Specialist has privileges.

PROCEDURES:

IEHP Responsibilities

- A. IEHP will provide covered services to all Members assigned to them at an appropriate facility without restrictions as based on race, color, ethnicity, ethnic group identification, national origin, ancestry, language, religion, sex, age, mental or physical disability or medical condition, gender, gender identity, sexual orientation, claims experience, medical history, evidence of insurability (including conditions arising out of acts of domestic violence), genetic information, marital status, or source of payment.² See Policy 4G2, “Culture and Linguistics – Non-Discrimination” for more information.
- B. IEHP has a complete listing of their specialty network, including Specialists, contracted Hospitalists, Admitters, Extenders and Ancillary Providers to identify the Plans current Provider network.

² Title 42 Code of Federal Regulations (CFR) § 422.110(a)

12. PROVIDER NETWORK

D. Specialty Network Requirements

- C. In order for the Plan to establish a link (affiliation) to a contracted Hospital, the Plan must submit their network of contracted and credentialed Physicians for the following DMHC Core Specialties:
1. Cardiology;
 2. Dermatology;
 2. Endocrinology;
 3. Gastroenterology;
 4. General Surgery;
 5. Infectious Disease/HIV Specialist;
 6. Nephrology;
 7. Neurology;
 8. OB/GYN;
 9. Orthopedic Surgery;
 10. Otolaryngology (ENT);
 11. Ophthalmology;
 12. Oncology/Hematology;
 13. Physical Medicine and Rehabilitation; and
 14. Pulmonology.
- B. Prior to receiving enrollment at this established link, IEHP must ensure that a minimum of two (2) unique Providers and two (2) unique Provider contracts per specialty, are contracted and credentialed within the local geographic service area of the linked Hospital (See Attachment, “Hospital Geographic Service Areas” found on the IEHP website):
1. Allergy and Immunology;
 2. Bariatric Surgery
 3. Cardiac/Thoracic Surgery;
 4. Genetics
 5. Maternal/Fetal Medicine;
 6. Neurosurgery (if the Hospital provides this service);
 7. Pain Management;
 8. Pediatric Subspecialties;
 - a) Pediatric Cardiology

12. PROVIDER NETWORK

D. Specialty Network Requirements

- b) Pediatric Gastroenterology
- c) Pediatric Ophthalmology
- d) Pediatric Neurology
- e) Pediatric Orthopedics
- 9. Pediatric Surgery;
- 10. Physical and Speech Therapy;
- 11. Plastic Surgery;
- 12. Podiatry;
- 13. Rheumatology;
- 14. Urology; and
- 15. Ancillary Providers.
 - a) Audiology
 - b) Diagnostic Radiology
 - c) DME
 - d) Home Health
 - e) Home Infusion Agency
 - f) Imaging/Diagnostic/X-Ray
 - g) Laboratory
 - h) Radiology
- C. If the network Hospitals within the affiliated Hospital's local geography do not offer these services, IEHP will verify availability of Specialists before approving regionally appropriate arrangements.
- D. In the event that a Member is at a linked or non-linked Hospital and requires a consult from a specialty Physician that the Plan does not have under contract at that Hospital, the Plan must arrange and pay the Specialist for the consulting services rendered at the rate required by the Specialist.
- E. In the event a Member must be transferred to another Hospital due to a lack of a contracted Specialist that is available at the Hospital, IEHP will be financially responsible for the transfer transportation costs. When services required are unavailable within the IEHP network, the Plan must arrange for the provision of specialty services from Providers outside the contracted network to ensure uninterrupted care to Members and timely access as outlined in Policy 4A, "Access Standards." IEHP must initiate and execute a Letter of Agreement (LOA) for services

12. PROVIDER NETWORK

D. Specialty Network Requirements

rendered outside the network. IEHP must ensure that the cost to the Member should be no greater than it would be if the services were provided in-network.

- F. IEHP shall provide for the completion of covered services by a terminated or out-of network Provider at the request of Member in accordance with the continuity of care requirements.³
- G. For newly enrolled beneficiaries who request continued access, IEHP shall provide continued access for up to twelve (12) months to an out-of-network Provider with whom they have ongoing relationship provided there are no quality of care issues with the Provider and the Provider will accept IEHP or Medi-Cal FFS rates, whichever is higher in accordance with W & I Code 14182(b) (13) and (14). An ongoing relationship shall be determined by IEHP's identifying a link between a newly enrolled beneficiary and an out-of-network Provider using FFS utilization data provided by DMHC.⁴
- H. On a semi-annual basis, IEHP posts the Plans specialty network roster. IEHP review and update all information within 30 working days of the information being made available.

Specialist Responsibilities

- A. Specialists are required to offer the same hours of operation for appointments or walk-in for all patients, including Medi-Cal beneficiaries, regardless of line of business.

Monitoring and Oversight

- A. State Regulators mandate the types of Specialists required in IEHP's network (See Attachment, "Specialty Panel Worksheet" in Section 18 for required specialties).
- B. On a semi-annual basis, IEHP posts on its secure Provider website the Plans specialty network roster including adult/pediatric Hospitalists, adult/pediatric Admitters, Extenders, and Ancillary Providers submitted previously by the Plan, including but not limited to:
 - 1. Practitioner name;
 - 2. Address;
 - 3. Phone number;
 - 4. License number;
 - 5. Specialty type;
 - 6. Hospital affiliations;
 - 7. IEHP credentialing committee dates; and
 - 8. For Obstetricians only, the Hospitals they deliver.

³ California Health and Safety Code Section (Health & Saf.Code) § 1373.96.

⁴ California Welfare and Institutions Code (Welf. & Inst. Code), § 14182(b) (13) and (14).

12. PROVIDER NETWORK

D. Specialty Network Requirements

- C. IEHP required to verify and update the above information.
- D. No enrollment is given to any new PCP until the IEHP's specialty network at the affiliated Hospital has been approved.

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12. PROVIDER NETWORK

E. Provider Resources

APPLIES TO:

A. This policy applies to all IEHP Covered Providers.

POLICY:

- A. IEHP provides various informational resources to Providers to assist them in carrying out their contractual obligations. Among those resources are the following:
1. Joint Operations Meeting (JOMs)
 2. Behavioral Health and Care Management Teams
 3. IEHP Provider Relations Team
 4. Nurse Educators (NE) and/or Quality Program Nurses (QPN)
 5. IEHP University
 6. Provider Newsletter (The Heartbeat)
 7. Special Provider Notices
 8. IEHP Website - www.iehp.org
 9. Other resources as made available
- B. Some situations require that IEHP directly notify PCPs or Specialists.
- C. IEHP provides clinical performance data and Member experience data or results, as applicable when requested by Providers and/or Delegates.
- D. Additionally, IEHP communicates directly to Providers on information or program updates through newsletters, physician surveys, blast fax, fliers, Provider website and other programs where IEHP works directly with Providers. Such communications are delivered directly to participating Providers, , and Hospitals concurrently. Prior notification is not provided by IEHP in these cases.
- E. In instances where Providers are unable to receive faxes, IEHP communications or updates are mailed or e-mailed directly to the Providers depending on their preference. IEHP's Provider Communications team maintains an exception table list of these Providers with their mailing address or email address.
- F. It is crucial to the success of IEHP and its Delegates to develop relationships and communication between its Practitioners, ancillary Providers, and contracted partners.

PROCEDURES:

A. Joint Operations Meetings (JOMs):

12. PROVIDER NETWORK

E. Provider Resources

1. JOMs create a forum to discuss issues and ideas concerning care for Members, and to allow IEHP a method of monitoring plan administration responsibilities delegated to the Providers.
3. Periodically, JOMs focusing on coordination and communication are held (when necessary or as requested with each Hospital relationship).
4. In addition, IEHP also holds JOMs individually with contracted Hospitals.
5. All JOMs are held within IEHP's geographical service area regardless of Management Services Organization (MSO) location.

B. Care Management Teams

1. IEHP has Behavioral Health and Care Management Teams that serve as a resource for IEHP Team Members, and Providers, on information including but not limited to:
 - a. Continuity of Care (COC) Regulatory Guidelines
 - b. California Children's Services (CCS) (referrals, benefits, etc.)
 - c. Long Term Services and Supports (LTSS) (referrals, benefits, etc.)
 - 1) Community Based Adult Services (CBAS)
 - 2) Multipurpose Senior Services Program (MSSP)
 - 3) In Home Supportive Services (IHSS)
 - d. IEHP Covered Seniors and Persons with Disability (SPD) Regulatory Guidelines
2. The Behavioral Health and Care Management Teams are comprised of clinical and non-clinical Team Members.
3. An Interdisciplinary Care Team (ICT) is offered to Members to coordinate delivery of services and benefits when a need is demonstrated and in accordance with Member's functional status, assessed need and Care Plan. Members may request an ICT meeting at any time through communication with IEHP or Delegate staff. The Care Manager coordinates invitation notices to Providers and caregivers as needed.
4. Member, Provider and Practitioner issues, excluding Member eligibility, should be directed to the Behavioral Health and Care Management Teams. These issues may include:
 - a. Access issues
 - b. Case management
 - c. Discharge planning
 - d. Coordination of care
 - e. Medical care standards

12. PROVIDER NETWORK

E. Provider Resources

f. Waiver programs

C. IEHP Provider Relations Team

1. The IEHP Provider Relations Team serves as an information resource for IEHP Member Services Representatives, Providers (both participating and non-participating), Hospitals and Ancillary Providers.
2. The IEHP Provider Experience Team is comprised of Provider Communication, Delegation Oversight, Provider Relations, Provider Network, Strategic Provider Partnerships and Provider Operations,.
3. Provider and Practitioner issues, including Member eligibility, should be directed to the IEHP Provider Relations Team. These issues may include:
 - a. Access issues
 - b. Global Quality P4P Program
 - c. Pay for Performance (P4P)
 - d. Reconciliation of capitation to eligibility
 - e. Benefits
 - f. Credentialing Issues
 - g. Provider Network Issues
 - h. Encounter Data
 - i. Claims
 - j. Referrals
 - k. Vision Issues
 - l. Vision Referral Request
 - m. Referral Authorization status
 - n. Request for in-service training
 - o. Behavioral Health
 - p. Website Issues
4. Provider Services Representatives (PSRs):
 - a. IEHP PSRs are trained in accordance with regulations set forth by the State Programs Regulations.
 - b. IEHP PSRs provide detailed information about IEHP benefits, IEHP programs, and managed care concepts to IEHP Providers and serve as the focal point for Provider office staff to obtain information about IEHP programs, California Department of

12. PROVIDER NETWORK

E. Provider Resources

Health Care Services (DHCS), Centers for Medicare and Medicaid Services (CMS) and other regulatory issues, as applicable.

- c. For the purposes of visits the PSRs are assigned geographic areas to visit IEHP Providers. PSRs are assigned geographically for directly contracted Providers.
- d. On an initial, periodic, and Provider-requested basis, PSRs provide training to Providers and their staff covering an array of topics, including but not limited to:
 - 1) Encounter Data Submission Requirements
 - 2) Prior Authorization Requests
 - 3) Website Tools
 - Pay for Performance (P4P) – DualChoice Annual Visit
 - Electronic Referrals
 - Health Education Referrals
 - Care Plans
 - Member Health Records
 - Online formulary search
 - IEHP Guidelines for Care Management
 - Member Preventive Care Rosters
 - 4) Claims
 - Provider Dispute Resolution (PDR) Process
 - Correct Billing Entities and Division of Financial Responsibility
 - Prohibition of balance billing Members
 - 5) Program updates and communications
 - Review of blast faxes sent in previous quarter
 - 6) Providers and their staff are encouraged to direct their questions to their IEHP PSRs, especially to help the staff understand complex State regulations concerning IEHP Covered Program beneficiaries.

D. Nurse Educators (NE) and/or Quality Program Nurses (QPN)

1. Nurse Educators develop Provider Trainings for areas determined to be of concern such as Healthcare Effectiveness Data and Information Set (HEDIS) measures, Quality Improvement initiatives and Medical Record documentation.

12. PROVIDER NETWORK

E. Provider Resources

2. Provide on-site trainings to the Provider Network in areas determined to be of concern. Coordinate trainings with other departments such as Provider Services, Contracting and Medical Management.
3. Perform Facility Site Audit and Medical Record Audits trainings for Primary Care Providers (PCPs).

E. IEHP University:

1. On an annual basis or when applicable, IEHP conducts a one (1) day training seminar (“IEHP University”) for Hospital key staff.
2. IEHP offers various IEHP plan administration “courses” for the hospital key staff to choose from.
3. Each Hospital is required to send a minimum of three (3) key staff members to each IEHP University.

F. Provider Newsletter (The Heartbeat)

1. The Heartbeat is a newsletter that is distributed by mail to all IEHP on a bi-annual basis.
2. The purpose of the Heartbeat is to communicate information to Providers of any policy, benefit, service, program, State and Federal or regulatory changes and/or updates.
3. The Provider Newsletter also informs Providers of featured health education programs available to Members, so that Providers can refer Members to applicable IEHP health education programs or encourage attendance at those programs.
4. Inform Providers of results of quality studies or other quality of care related information.
5. Provide and reiterate important information to Providers.

H. Special Provider Notices

1. Regulatory changes made by DHCS, California Department of Managed Health Care (DMHC), or CMS are communicated to our Providers.
2. The Provider Communication team determines the need for such special notices.

I. IEHP Website – www.iehp.org

1. IEHP’s website is a valuable business tool created to provide our Providers with 24 hours, seven (7) days a week access to IEHP resources.
2. IEHP’s website has an enhanced security system that provides additional levels of security to Providers. These features ensure Health Insurance Portability and Accountability Act (HIPAA) privacy, security compliance and can limit employee access to claims, clinical, P4P and other reimbursement information.

12. PROVIDER NETWORK

E. Provider Resources

3. Providers are encouraged to use the IEHP website in an effort to go 100% paperless.
4. IEHP strives to provide our Provider Network with all the tools necessary to deliver the highest quality of care. These include:
 - a. Non-Secure Site
 - 1) Find a Doctor
 - 2) Provider Login
 - 3) Pay for Performance (P4P)
 - Pay For Performance (P4P) Program – DualChoice Annual Visit
 - Provider Quality Incentives Brochure
 - Medicare P4P IEHP Direct Program
 - IEHP Direct Stars Incentive Program
 - D-SNP Model of Care Incentive Program
 - Global Quality P4P Program
 - Quality Improvement Activity Strategy Forms
 - Potentially Avoidable Emergency Department (ED) Visits: Potentially Preventable Diagnosis Codes
 - OB/GYN P4P Program
 - Hospital P4P Program
 - Substance Use Disorders and Mental Health Diagnosis Lists
 - 4) Proposition 56 & GEMT
 - Electronic Payments
 - Adverse Childhood Experiences Screening (ACES) Services
 - Developmental Screening Services
 - Family Planning Services
 - Ground Emergency Medical Transport (GEMT)
 - HYDE
 - Proposition 56 and GEMT Payment Schedule
 - Proposition 56 Payment Dispute Process
 - 5) Private Hospital Directed Payment Program (PHDP)
 - Enhanced Payment Program (EPP)

12. PROVIDER NETWORK

E. Provider Resources

- District and Municipal Public Hospital Quality Incentive Pool and Designated Public Hospital Quality Incentive Pool
- 6) Plan Updates
- Correspondence
 - Coronavirus (COVID-19) Advisory
 - IEHP Holiday Schedule
 - Medicare Beneficiary Identifier (MBI)
 - Newsletters
 - The Heartbeat
 - ScrubTalk
 - Public Health Advisory
 - Riverside County Public Health System
 - San Bernardino County Public Health System
 - Centers for Disease Control and Prevention (CDC)
 - California Department of Public Health (CDPH)
 - Regulatory Updates
 - Medicare Outpatient Observation Notice (MOON)
 - Updates
 - Medicare – Medicaid (MMP) Quality Withhold Measures
 - A Message From IEHP Medical Director, Dr. Takashi Wada
 - Mpox Vaccination Locations
 - Frequently Asked Influenza (Flu) Questions: 2022-2023 Season (CDC Recommendations)
 - Flu Updates
 - Preventive Services
- 7) Provider Policy and Procedure Manuals
- General Information
 - Acknowledgement of Receipt (AOR)
 - 2024 Manuals
 - Provider Policy and Procedure Manual – Medi-Cal

12. PROVIDER NETWORK

E. Provider Resources

- Provider Policy and Procedure Manual – IEHP DualChoice (HMO D-SNP)
 - Provider Policy and Procedure Manual – IEHP Covered (CCA)
 - Benefit Manual Information
 - Electronic Data Interchange
 - Regulatory Trainings
 - 2024 Acknowledgement of Receipt
- 8) Provider Resources
- Claims
 - Medi-Cal Learning Portal
 - Medi-Cal Rates and Codes
 - Medicare Physician Fee Schedule
 - IEHP Fee Schedule
 - Provider Dispute Resolution Process
 - Other Health Coverage (OHC)
 - Coordination of Benefits with Other Health Coverage (OHC)
 - Frequently Asked Questions (FAQs) - OHC
 - Compliance
 - Compliance Program
 - Code of Business Conduct and Ethics
 - Compliance, Fraud, Waste and Abuse (FWA), and Privacy Program Training
 - Eligibility to Participate in Federal and State Health Program
 - Exclusion Screening
 - Fraud, Waste, and Abuse (FWA)
 - Privacy Incident/Breach
 - Reporting Information
 - Frequently Asked Questions (FAQs)
 - IEHP DualChoice (HMO D-SNP) Model of Care Training
 - Contact the OIG

12. PROVIDER NETWORK

E. Provider Resources

- IEHP DualChoice (HMO D-SNP) – Model of Care
 - IEHP DualChoice (HMO D-SNP) Model of Care Training
- Educational Opportunities
 - Interdisciplinary Care Team (ICT) Fact Sheet
 - DualChoice Training
 - Alzheimer’s and Dementia Care
 - Specialty Mental Health Care Coordination
 - National Lesbian, Gay, Bisexual, Transgender (LGBT) Health Education Webinars
 - Online Cultural Competency Training
- Forms
 - Behavioral Health
 - Claims
 - Compliance
 - Delegation Oversight Audit (DOA)
 - Grievance
 - Growth Chart
 - Health and Wellness
 - Historical Data Form
 - Inland Regional Centera
 - Medi-Cal Letter Templates
 - Medicare-Medicaid Plan Letter Templates
 - D-SNP Letter Templates
 - Medicare
 - Non-Contracted Providers
 - Perinatal
 - Pharmacy
 - Provider Preventable Conditions (PPC)
 - UM/CM
 - Vision

12. PROVIDER NETWORK

E. Provider Resources

- Other
- FSR Training
 - Facility Site Review Training Index
 - Department of Health Care Services (DHCS)
 - IEHP Addendum Tools
 - PARS
 - Facility Site Review Menu
- Health & Wellness
 - Brochures and Handouts
 - Diabetes Prevention Program (DPP) – Live the Life You Love
 - Educational Resources
 - Loving Support Program
 - Member Education Resources
- Non-Contracted Providers
 - Provider Dispute Resolution Process for Contracted and Non-Contracted Providers
 - Emergency and Post-Stabilization Care for IEHP Members
 - IEHP DualChoice (HMO D-SNP) Model of Care Training for Non-Contracted Providers
- POLST Registry
- Pharmacy Services
 - Clinical Practice Guidelines Preventive Care Guidelines
 - Clinical Practice Guidelines Library
- Additional Tools & Resources
 - After Hours Care
 - After Hours Phone Numbers for Coverage Determination and Expedited Appeals (IEHP DualChoice (HMO D-SNP) Members)
 - IEHP Access Standards
 - IEHP Direct Adult Hospitalists
 - LabCorp Locations
 - Urgent Care Clinics

12. PROVIDER NETWORK

E. Provider Resources

- Utilization Management Criteria
 - Behavioral Health
 - Community Supports Services
 - Diagnostic Testing
 - Gynecology and Obstetrics
 - Neurology
 - Pain Management
 - Pharmacy
 - Surgical Procedures
 - Other
- 9) Pharmacy Services
 - DHCS Medi-Cal Rx
 - Communications from DHCS
 - Communications from IEHP
 - Academic Detailing
 - IEHP DualChoice (HMO D-SNP)
 - Clinical Information
 - Clinical Practice Guidelines
 - High Risk Medications
 - Medication Therapy Management
 - Pharmacy Pain Management
 - Prescription Drug Prior Authorization Drug Treatment Criteria
 - Safety Resources
 - Drug MAC
 - Formulary
 - Pharmacy Forms and Manuals
 - Coverage Redetermination
 - Drug Request
 - Medicare
 - Mail Order

12. PROVIDER NETWORK

E. Provider Resources

- Other Pharmacy Provider Forms
 - WIC Program Forms (California Department of Public Health)
 - Pharmacy Network Lists
 - IEHP Pharmacy Network
 - Specialty Pharmacy Network List
 - Vaccine Pharmacy Network List
 - Pharmacy P4P Program
 - Program Overview
 - Program Eligibility Criteria
 - Program Timeline
 - Program Components
 - Pharmacy Recognition
 - Pharmacy P4P Communications
 - Pharmacy Quality Ratings
 - Provider Communications
- 10) Special Programs
- Alcohol and Drug Screening, Assessment, Brief Intervention, and Referral to Treatment (SABIRT)Baby-N-Me
 - California Children Services (CCS)
 - Community Supports
 - Enhanced Care Management
 - Health Homes Program
 - IEHP Gender Health
 - Independent Living and Diversity Resources
 - ADA and Beyond
 - Enforcement
 - Facts and Information
 - Legal Obligations
 - Technical Assistance
 - Community Based Adult Services (CBAS)

12. PROVIDER NETWORK

E. Provider Resources

- SPD Awareness Training
 - Major Organ Transplant (MOT)
 - What Transplant Services are Available for Members?
 - Centers of Excellence (COE)
 - MyPath Palliative Care
 - Services for Teen Patients
 - Tobacco Cessation Services
 - Provider Education Resources
 - Tobacco Cessation Services
 - Total Fracture Care Program
- 11) CalAIM
- 12) Physician Wellness
- 13) Join Our Network
- Ancillary
 - Behavioral Health
 - Behavioral Health Forms
 - Frequently Asked Questions (FAQs)
 - Community Supports
 - Hospitals
 - PCP and Specialists
 - Provider Network Expansion Fund
 - Screening and Enrollment
 - Vision
- b. Secure Site Login
- 1) Home (Landing Page)
- Alcohol and Drug SABIRT (formerly known as SBIRT) Services
Coronavirus (COVID-19) Advisory
 - Department of Public Health

12. PROVIDER NETWORK

E. Provider Resources

- Department of Social Services Requirements
 - Division of Financial Responsibility (DOFR)
 - Events and Training
 - Forms
 - Global Quality P4P Program
 - IEHP Direct Hospitalist for Adults
 - Inland Regional Center (IRC)
 - Provider Alerts
 - Provider Network Expansion Fund
 - Special Programs
 - Updates
- 2) Eligibility (including Other Health Coverage information)
- Other Health Coverage FAQs
- 3) Care Management
- Care Plans and HRAs
- 4) Rosters
- Admitter List
 - Annual Eligibility Redetermination (AER) Roster
 - Ancillary Roster
 - Assigned Roster
 - CM Plan Referrals
 - CCS
 - COVID-19 Positive
 - COVID-19 Vaccine
 - Direct Ancillary (for Direct Contracted Providers only)
 - Direct Specialty (for Direct Contracted Providers only)
 - DocOnline
 - Early Start Roster
 - HCC

12. PROVIDER NETWORK

E. Provider Resources

- Health Management
 - Asthma Roster
 - Care Plans and HRAs
 - Diabetes Roster
- Initial Health Assessment
- Inpatient Discharges
- Long Term Services and Support (LTSS) Roster
- NEMT PCS Roster
- Nurse Advice Line
- Preventive Care (for Direct Contracted Providers only)
 - ADHD Medication (Follow-up Care)
 - Adult BMI Assessment
 - Annual Monitoring for Patients on Persistent Medications
 - Avoidance of Antibiotic Treatment in Adults with Acute Bronchitis
 - Blood Lead Screen
 - Breast Cancer Screen
 - Cervical Cancer Screen
 - Childhood Immunizations
 - Chlamydia Screening
 - Controlling High Blood Pressure
 - Diabetes Care
 - DualChoice Annual Visit
 - Immunizations for Adolescents
 - Prenatal and Postpartum Care
 - Screening for Clinical Depression
 - Weight Assessment and Counseling Nutrition and Physical Activity
 - Well Care (0-15 Months)
 - Well Care (3-6 Years)
 - Well Care (Adolescent)

5) Global Quality P4P

12. PROVIDER NETWORK

E. Provider Resources

- ADHD Medication (Follow-up Care)
 - Adult BMI Assessment
 - Annual Monitoring for Patients on Persistent Medications
 - Avoidance of Antibiotic Treatment in Adults with Acute Bronchitis
 - Blood Lead Screen
 - Breast Cancer Screen
 - Cervical Cancer Screen
 - Childhood Immunizations
 - Chlamydia Screening
 - Controlling High Blood Pressure
 - Diabetes Care
 - Immunizations for Adolescents
 - Prenatal and Postpartum Care
 - Screening for Clinical Depression
 - Weight Assessment and Counseling Nutrition and Physical Activity
 - Well Care (0-15 Months)
 - Well Care (3-6 Years)
 - Well Care (Adolescent)
- 6) Encounter
- Entry
 - Status
- 7) Vision (for Vision Providers only)
- Claims Entry
 - Vision Exception Request
 - VER (Status)
 - Vision Referral Request
 - Diabetes Care
 - ICD Codes
- 8) Pharmacy

12. PROVIDER NETWORK

E. Provider Resources

- Coverage Determination Request
 - DualChoice Formulary
 - Prior Authorization Criteria
 - Pharmaceutical Services
- 9) Claims Status
- 10) Behavioral Health
- Referral Request Form
 - COC Treatment Plan
 - Claims Submission
- 11) Referrals
- Status
 - Request
- 12) Finance
- Claims Remittance Advice (RAs)
 - GQ P4P PMPM
 - Prop 56 RAs
 - Quality Bonus Services Ras
- 13) Census Reports
- 14) Pay for Performance (P4P)
- P4P Entry
 - DualChoice Annual Visit
 - Historical Data
 - P4P Status
 - DualChoice Annual Visit
 - Historical Data
- 15) Health Education
- Request
- 16) Clinical Resources and Tools

12. PROVIDER NETWORK

E. Provider Resources

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12. PROVIDER NETWORK

F. Hospital Affiliations

APPLIES TO:

- A. This policy applies to all IEHP Covered Providers.

POLICY:

- A. To ensure that a contracted Hospital is fully participating in the IEHP network, the IPA must have a minimum of five (5) Primary Care Providers (PCPs) who must, as a group, be capable of providing care to Members of all ages and genders, and admit to the designated Hospital or have an admitting arrangement. PCPs must be contracted and credentialed by the IPA who links to the contracted Hospital, as delineated in Policy 12D, “Specialty Network Requirements.”
- B. IEHP may choose to have less than the minimum five (5) individual PCPs required at a specific Hospital due to geographic needs of Members and/or to avoid the potential monopolistic situation of aa Plan and/or to ensure the opportunity for substantial participation of traditional IEHP Covered Providers in the health care delivery system.
- C. IPAs are required to contract with a dedicated adult Hospitalist group at the Hospitals they are linked to and where such adult Hospitalist group exists.
- D. Each PCP office must be within 15 miles or 30 minutes from the affiliated Hospital. The office should also be in the same county as the affiliated Hospital and you must not pass a different Hospital to get to the affiliated Hospital. In rural areas or in specific situations, IEHP may approve PCP links to Hospitals outside of these standards.

PROCEDURES:

- A. IPAs must submit a complete PCP credentialing information to IEHP for those PCPs meeting the requirements of Section A above.
- B. Upon receipt of the credentialing information, IEHP reviews each packet and verifies that the IPA has:
1. A minimum of five (5) PCPs who, as a group, can provide care to Members of all ages and genders, who admit to the designated Hospital or have admitting arrangements.
 2. A complete specialty network under contract to see Members at the designated Hospital, as stated in Policy 12D, “Specialty Network Requirements.”
- C. The Plan does not have the required five (5) PCPs who meet the above criteria, IEHP contacts with the following options:
1. Designate another IEHP approved Hospital affiliation for the PCP in the interim until the IPA has the required five (5) PCPs contracted at the designated Hospital.

12. PROVIDER NETWORK

F. Hospital Affiliations

2. IEHP pend the PCP who is pending credentialing until the Plan has the required five (5) PCPs contracted at the designated Hospital.
 3. Remove the PCP's application for participation with IEHP.
- D. If Option C1 is chosen, for a new PCP IEHP schedules a facility site review and upon receipt of a passing score, the PCP is eligible to receive Member assignment.
- E. If Option C2 is chosen, for a new PCP IEHP holds the pended file for six (6) months. If after six (6) months the Plan has been unable to contract with five (5) PCPs to admit to the designated Hospital, IEHP designates the PCP file as inactive and does not establish a Hospital link.
- F. If an existing PCP terminates affiliation with a Hospital, resulting in IEHP having less than a group of five (5) PCPs who are capable of providing care to Members of all ages and genders, the Plan must contract and credential another PCP prior to the PCP's termination date in order to maintain compliance with this policy before IEHP initiates termination of the Plan's Hospital affiliation and transfer of Membership.
- G. In addition, if IEHP does not receive the required 60 day advance notice of the practitioner termination, IEHP may freeze the IPA during this transition period.
- H. In the event of the above, IEHP works with those PCPs affected by the termination to help retain the Member/Physician relationship.
- I. IEHP monitors the Hospital link monthly. If the Plan cannot contract and credential another PCP to complete a group of five (5) PCPs who are capable of providing care to Members of all ages and genders, the Hospital link may be frozen up to a period of 90 days. If the Hospital link is not compliant within a 90 day timeframe, the Hospital link may be terminated.
- J. The above procedure for Hospital link termination may be modified due to circumstances that in the judgment of the IEHP Chief Medical Officer (CMO) or the Chief Operating Officer(COO) is not in the best interest of the Member.
- M. In certain instances when emergency medical condition arises that requires medical care, to ensure uninterrupted care to Members from a Specialist not currently contracted, IEHP reserves the right to impose payment requirements at the IEHP specified rate.
- N. On occasional basis, where a health care service was provided by a non-contracted Hospitalist or Specialist at a non-contracted hospital, this unique relationship requires the Plan to pay the Hospitalist or Specialist at the IEHP specified rate.

12. PROVIDER NETWORK

F. Hospital Affiliations

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12. PROVIDER NETWORK

G. Leave of Absence

APPLIES TO:

- A. This policy applies to all IEHP Covered Providers.

POLICY:

- A. IEHP must ensure adequate coverage for Primary Care Providers (PCPs) on leave of absence for less than two (2) weeks.
- B. PCPs must submit written coverage plans to IEHP for any PCP that is scheduled to be on a leave of absence greater than two (2) weeks.
- C. IEHP must ensure that PCP completes the IEHP PCP leave of absence coverage form and return it to their Provider Services Representative (PSR) (See Attachment, “IEHP PCP Leave of Absence Coverage Form” found on the IEHP website¹).
- D. IEHP PSR collects the leave of absence coverage form from PCPs contracted with IEHP Direct.
- E. In general, leaves of absence by PCPs greater than 90 days require transfer of assigned Members to another PCP.

DEFINITION:

- A. A leave of absence is defined as a complete absence from the PCP practice for medical, personal, or other reasons, including vacation.

PROCEDURES:

- A. IEHP must ensure an adequate plan of coverage for all PCPs absent from their practice for less than two (2) weeks. Adequate coverage is not utilizing network urgent cares or the emergency room for Member care. Adequate coverage must include:
1. Use of a credentialed IEHP PCP in the appropriate specialty for the practice, either at the PCP site or at another approved IEHP PCP site.
 2. The covering PCP must be available at the original PCP site, or another IEHP approved site, at least 16 hours per week.
 3. If coverage is not provided at the same office, a process for informing Members of the covering PCP’s name, phone number and office address utilizing the assigned PCP’s phone number (e.g., voice message) and site (e.g., signs, notices) must be in place.
- B. PCPs planning a leave of absence greater than two (2) weeks must inform IEHP at least 60 days in advance.

¹ <https://www.iehp.org/en/providers/provider-resources?target=forms>

12. PROVIDER NETWORK

G. Leave of Absence

- C. PCPs must submit a written coverage plan to IEHP no less than two (2) weeks prior to the PCP's leave date for all PCPs whose leave of absence is greater than two (2) weeks. The coverage plan must include at a minimum:
1. Name and location of the credentialed IEHP PCP providing coverage.
 2. If the covering PCP is not at the same location as the PCP on leave, the plan for informing Members of the covering PCP's name, phone number and office address.
 3. The timeframe coverage is needed.
 4. Any significant change in schedule or hours of coverage from the original PCP site.
- D. For PCPs on a leave of absence greater than 90 days, the PCP must submit either:
1. A plan for reassigning Members to another credentialed IEHP PCP within appropriate geographic proximity and specialty type of PCP; or
 2. A specific request to keep the assigned Members with the original PCP with supporting documentation as to why this is in the best interest of the Members and including a plan for interim coverage.
- E. A written Member transfer plan within five (5) days when a PCP leaves his/her practice without timely notice.
1. If the PCP plans to have current Members transferred to the covering PCP who is not credentialed for participation in the IEHP network, complete credentialing information must be submitted to IEHP within four (4) weeks of the original event.
- F. IEHP reviews all submitted plans and either approves, denies, or requests additional information within five (5) working days of the receipt of the information from the PCP. If the coverage plan is denied, IEHP may determine reassignment of the Members.
- G. PCPs must complete an IEHP PCP leave of absence coverage form at the time of recredentialing so that IEHP has a record of who will provide services during the PCP's future leave of absence. The PCP must advise the PSR of any changes to this plan if they occur in the interim.

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12. PROVIDER NETWORK

H. IEHP Termination of PCPs, Specialists, Vision, and Behavioral Health Providers

APPLIES TO:

- A. This policy applies to all IEHP Covered Providers.

POLICY:

- A. IEHP involuntarily terminates PCPs, Specialists, Vision, and Behavioral Health Providers from the IEHP network due to reasons delineated in credentialing and site audit policies.
- B. IEHP notifies Members in writing 30 days prior to the effective date of the determination by IEHP to remove a PCP from participation in the IEHP network.
- C. IEHP is required to notify Members of a Specialist's termination from the IEHP network upon receipt of notice from IEHP of the determination to remove a Specialist from participation in the IEHP network. The notification to Members must occur no later than 30 days prior to the effective date of the termination.
- D. IEHP retains the right to continue to provide medical services for existing Members in accordance with Policy7A2, "Care Management Requirements - Continuity of Care."

DEFINITION:

- A. Block Transfer: A transfer or redirection of 2,000 or more Members from a terminated Provider or hospital to one or more contracted Providers that takes place as a result of the termination or non-renewal of a Provider contract.¹

PROCEDURES:

PCP Termination

- A. If IEHP is initiating the termination of the PCP due to site review failure, expiration of any credentialing requirements, insufficient access, peer review or quality of care issues or other reasons deemed appropriate by IEHP, and all appeal levels have been exhausted, IEHP notifies the PCP that the PCP is being terminated from participation in the IEHP network and the effective date of the termination (See Attachment, "Peer Review Termination Letter" found on the IEHP website²).
- B. IEHP sends affected Members a letter notifying them of the PCP termination no later than 30 days prior to the effective date (See Attachments, "Member PCP Termination Notification Letter – English" and "Member PCP Termination Notification Letter – Spanish" found on the

¹ Title 28, California Code of Regulations (CCR) § 1300.67.1.3

² <https://www.iehp.org/en/providers?target=forms>

12. PROVIDER NETWORK

H. IEHP Termination of PCPs, Specialists, Vision, and Behavioral Health Providers

IEHP website³). The letter provides the Member with the opportunity to contact IEHP to select a different PCP at least 30 days prior to the effective date of termination of the Member's current PCP from the IEHP network.

1. In situations where immediate termination of the PCP is required, IEHP makes a good faith effort to allow Members sufficient notice to select a new PCP, however, in order to ensure that there is no interruption in care for the Member, IEHP may immediately transfer the Member and allow the Member to select a PCP retroactively.
- C. IEHP makes an effort to transfer the existing enrollment of the terminated PCP to other PCPs within the terminated PCP's network. The final decision regarding Member transfers rests with IEHP.
- D. If Members cannot be transferred within the network due to age limitations, geographic location or other determination by IEHP, IEHP reassigns Members to a new PCP within IEHP's geographic service area who has the capacity and can accommodate the affected Members.
- E. Once IEHP establishes an effective date for the PCP termination and Member transfer, IEHP:
1. Sends the written notification regarding the effective date of termination and transfer of Members who have not selected another PCP (See Attachments, "Compliant Termination Letter" and "Non-Compliant Termination Letter" found on the IEHP website⁴).
 2. Sends the affected Members a letter notifying them of the change in PCP 30 days in advance of the new effective date. The letter again informs Members of their right to select their own PCP (See Attachments, "Member PCP Termination Notification Letter – English" and "Member PCP Termination Notification Letter- Spanish" found on the IEHP website⁵). Members may contact IEHP Member Services at (800) 440-4347 to select another PCP.

Specialist Termination

- A. If IEHP is initiating the termination of a Specialist due to peer review or quality of care issues and expiration of any credentialing requirements, IEHP notifies the Specialist that the Specialist is being terminated from the IEHP network and the effective date of termination (See Attachment, "Peer Review Termination Letter" found on the IEHP website⁶).
- B. The notice to Members must be sent no later than 30 days prior to the effective date and must include the option for Members to continue care with their existing Provider for up to 90 days in accordance with Policy 7A2 m, "Care Management Requirements - Continuity of Care." A sample Member notification is

³ <https://www.iehp.org/en/providers?target=forms>

⁴ Ibid.

⁵ Ibid.

⁶ Ibid.

12. PROVIDER NETWORK

H. IEHP Termination of PCPs, Specialists, Vision, and Behavioral Health Providers

included as Attachments, “Specialist Termed Member Notification – English” and “Specialist Termed Member Notification – Spanish” found on the IEHP website⁷.

Vision Provider Termination

- A. If IEHP is initiating the termination of the Vision Provider due to expiration of any credentialing requirements, peer review or quality of care issues or other reasons deemed appropriate by IEHP, and all appeal levels have been exhausted, IEHP notifies the Vision Provider that the Vision Provider is being terminated from participation in the IEHP network and the effective date of the termination (See Attachment, “Peer Review Termination Letter” found on the IEHP website⁸).

Behavioral Health Provider Termination

- A. If IEHP is initiating the termination of the Behavioral Health Provider (BH) due to expiration of any credentialing requirements, peer review or quality of care issues or other reasons deemed appropriate by IEHP, and all appeal levels have been exhausted, IEHP notifies the BH Provider that he/she is being terminated from participation in the IEHP network and the effective date of the termination (See Attachment, “Peer Review Termination Letter” found on the IEHP website⁹).
- B. When a BH Provider is being terminated, the BH Provider or the BH Provider’s office needs to cooperate with IEHP BH Department in developing a transition plan for impacted IEHP Members that ensures Members are not abandoned and that BH Providers are compliant with their licensing board requirements and maintain ethical standards of practice. In order to coordinate the transition of IEHP Members, BH Providers may be required to provide a list of active IEHP Members who will need to be transitioned to another BH Provider, treatment records, and/or medication lists with the IEHP BH Department.

Block Transfers^{10,11}

- A. In the event that the termination of a Provider contract impacts 2,000 or more Members, IEHP will complete a block transfer as follows:
1. Provide all assigned Members with no less than a written notice 30 calendar days in advance of the contract termination, including language regarding their rights to continue obtaining care from existing Providers. In the case of a Hospital termination, all assigned Members who reside within a fifteen (15) mile or 30 minutes travel time radius of the Hospital or linked to that Hospital, will be sent a written notice regarding the termination of the Hospital contractual relationship.

⁷ Ibid.

⁸ Ibid.

⁹ Ibid.

¹⁰ Title 42 Code of Federal Regulations (CFR) § 438.207(c)(3)

¹¹ Knox-Keene Health Care Services Plan Act of 1975, §1373.95

12. PROVIDER NETWORK

H. IEHP Termination of PCPs, Specialists, Vision, and Behavioral Health Providers

2. If, after sending the required notice to Members, IEHP reaches an agreement with the Provider to enter a new contract or to not terminate their contract prior to the termination date, IEHP will return Members' assignment to their original Provider.
3. Re-assign all block transferred Members within geographic access standards, as applicable.
4. Send notification to Compliance Department via email.
5. Compliance will notify Centers for Medicare and Medicaid Services (CMS) and California Department of Health Care Services (DHCS) of the block transfers.^{12,13}

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¹² Title 28, California Code of Regulations (CCR) §1300.67.1.3, subdivision (b).

¹³ 42 CFR §438.207 (e).

12. PROVIDER NETWORK

I. Hospital Network Participation Standards

APPLIES TO:

- A. This policy applies to all IEHP Covered Hospital Providers.

POLICY:

- A. IEHP is responsible for the initial and ongoing assessment of Hospitals directly contracted with IEHP.
- B. IEHP maintains the appropriate records to document the verification process for contracted Hospitals per the most recent NCQA, DMHC and CMS guidelines and IEHP requirements.¹

PURPOSE:

- A. IEHP verifies Hospitals are in good standing with regulatory bodies and are in compliance with the most current National Committee for Quality Assurance (NCQA) standards, IEHP requirements, Centers for Medicare and Medicaid Services (CMS), Department of Managed Health Care (DMHC) and State and Federal regulatory requirements prior to contracting with such organizations and during every contract renewal period.
- B. IEHP reconfirms the status of all contracted Hospitals concurrently upon expiration and every contract renewal period, and for at least every 36 months.²

PROCEDURES:

- A. IEHP does not contract with Hospitals if they appear on the list of indicated Providers provided by DMHC. If the Hospital is under investigation and a credible allegation of fraud has been found against the facility, as a result of this investigation IEHP will temporarily suspend/suppress the Hospital contract from the network pending resolution of the fraud allegation.
- B. IEHP does not contract with prospective Hospitals if they have been sanctioned, suspended, or excluded from participation in the Medicare or Medi-Cal/Medicaid Program by the U.S. Department of Health and Human Services, Office of Inspector General (OIG) list of excluded individuals and Entities (LEIE), Restricted Provider Database (RPD), DMHC Medical Suspended & Ineligible Provider list, and Systems for Award Management (SAM).³
- C. IEHP does not contract with Hospitals if they appear on the Provider decertification list provided by the DMHC. Hospitals listed on the decertification list are no longer certified to receive payment from the Medi-Cal Program for services rendered to Medi-Cal beneficiaries as the effective date noted for each Provider. IEHP reserves the right to temporarily suspend

¹ NCQA, 2024 HP Standards and Guidelines, CR 7, Element D

² 42 CFR § 422.222

³ Medicare Managed Care Manual, “Confirmation of Eligibility for Participation in Medicare: Excluded and Opt-Out Provider Checks,” Section 60.2

12. PROVIDER NETWORK

I. Hospital Network Participation Standards

or terminate the contract for cause, with appropriate notice as defined in the IEHP Provider Agreement.

- D. Any Hospital Provider terminated from the Medicare or Medicaid/Medi-Cal program may not participate in the IEHP's Provider network. However, IEHP may consider contracting when the suspension and/or exclusion has been lifted.
- E. Hospitals must submit evidence of services provided, accreditation status and/or CMS site survey, license status, and regulatory standing at the time the Hospital applies to participate in IEHP's network. Copies of the Hospital's accreditation certificate, state license and most recent CMS or state survey report results satisfy this requirement.⁴
- F. To contract with and remain in the IEHP network, the Hospital must provide:
1. Inpatient Services
 - a. Intensive Care Unit;
 - b. Medical Service, Surgical Service or combined Medical/Surgical Service;
 - c. Pediatric Service; and
 - d. Obstetrics/Perinatal Unit (or established arrangements for care approved by the IEHP Chief Medical Officer).
 2. Outpatient Services
 - a. Basic Emergency Department physician on-duty, or
 - b. Standby Emergency Department (applicable only for Hospitals located in remote areas), with IEHP Chief Medical Officer (CMO) approval.
- G. If Hospital offers Behavioral Health services, the following applies:
1. Inpatient Services
 - a. Inpatient hospitalization in semi-private accommodation, unless a private room is medically necessary;
 - b. Secure inpatient psychiatric unit;
 - c. Psychiatric and substance abuse services;
 - d. Ancillary services and supplies, including laboratory and x-ray services;
 - e. Administration of outpatient prescription drugs (take home medications) in instances where continuation of hospital-based treatment must not be interrupted: three (3) days' supply minimum; and
 - f. Administration of blood, blood plasma, or its derivatives, including cost of blood, blood plasma, or its derivatives.

⁴ NCQA, 2024 HP Standards and Guidelines, CR 7, Element A, Factor 1 and 2

12. PROVIDER NETWORK

I. Hospital Network Participation Standards

2. Outpatient Services

- a. Structured outpatient Behavioral Health Program;
- b. Partial hospitalization services; and
- c. Others.

H. IEHP accepts an accreditation report or letter form the regulatory and accrediting bodies regarding the status of the Hospital, as evidence that the Hospital has been reviewed and approved by an accredited body. Accreditation and licensure must be maintained throughout the duration of the Hospital's participation in the IEHP network.:⁵

1. IEHP recognizes the following Hospitals accrediting agencies:

- a. The Joint Commission (TJC);
- b. Healthcare Facilities Accreditation Program (HFAP);
- c. Commission on Accreditation of Rehabilitation Facilities (CARF);
- d. Det Norske Veritas Healthcare (DNV); and
- e. Center for Improvement in Healthcare Quality (CIHQ).

2. An onsite quality assessment must be conducted if the Hospital is not accredited by an agency not listed above, the Hospital and IEHP must agree upon an alternate solution that meets IEHP's requirements, including the requirement to complete a CMS or State quality review , as applicable, in addition to meeting other standards as defined by IEHP.⁶ IEHP's onsite quality assessment criteria for Hospitals includes, but is not limited to:

- a. A CMS or state quality review in lieu of a site visit under the following circumstances (if IEHP chooses to substitute the site visit with a CMS or state quality review), if it meets the following requirements:
 - 1) The CMS or state review is no more than three (3) years old.
 - 2) IEHP obtains a survey report or letter from CMS or the state, from either the Hospital or the agency, stating that the facility was reviewed and passed inspection.
 - The report meets IEHP quality assessment criteria or standards.
- b. A Medicare certification number is not acceptable for use in lieu of a site visit if a facility is not accredited.
- c. IEHP is not required to conduct a site visit if the State or CMS has not conducted a site review of the Provider and the Provider is in a rural area, as defined by the U.S.

⁵ NCQA, 2024 HP Standards and Guidelines, CR 7, Element A, Factor 2

⁶ NCQA, 2024 HP Standards and Guidelines, CR 7, Element A, Factor 3

12. PROVIDER NETWORK

I. Hospital Network Participation Standards

Census Bureau (<https://www.hrsa.gov/rural-health/about-us/definition/datafiles.html>).⁷

- I. As part of the application review process, and again during each contract renewal period but no less than every three (3) years, IEHP verifies that each Hospital has:⁸
 1. A current and unencumbered license;
 2. Current certification from The Joint Commission, HFAP, CARF, DNV, CIHQ as applicable, or an alternative accreditation or CMS or state quality review as determined by IEHP; and
 3. No Medicare/Medicaid sanctions against them.
- J. IEHP expects the Hospital to maintain its accreditation and license status in good standing and/or current at all times during the Hospital's participation in the IEHP network. The Hospital is responsible for providing IEHP with copies of its renewed license and accreditation within thirty (30) days following the expiration of the license and accreditation.
 1. Licensing and Accreditation must be re-verified at a minimum every three (3) years from the date of the original verification to confirm the Hospital continues to be in good standing with the State and Federal regulatory bodies.⁹
- K. Hospital must have no sanctions that may impact participation, from any of the following Federal and State Databases:
 1. List of Excluded Individuals/Entities (LEIE)
 2. System for Award Management (SAM) List
 3. IEHP Covered Suspended and Ineligible List
- L. On a monthly basis, the IEHP will submit a file on the 5th day each month prepared by Health Care Informatics (HCI) containing of contracted Hospitals to be screened by the sanction screening service, OIG Compliance Now.
 1. Review of the Compliance OIG or Medicare/Medicaid Sanctions must be completed and documented on the spreadsheet or the file for any adverse actions. The monthly review of the OIG report as part of the "Ongoing Monitoring" for contracted facilities.
 2. IEHP prohibits employment or contracting with Hospitals (or entities that employ or contract with such practitioners) that are excluded/sanctioned from participation (practitioners or entities found on OIG Reports).

⁷ NCQA, 2024 HP Standards and Guidelines, CR 7, Element A, Factor 3

⁸ NCQA, 2024 HP Standards and Guidelines, CR 7, Element A, Factor 1

⁹ Ibid.

12. PROVIDER NETWORK

I. Hospital Network Participation Standards

- M. On a monthly basis, IEHP will review the Restricted Provider Database (RPD) to determine the exclusion status of all Entities and verify IEHP Network maintains good standing in the Medicare or Medi-Cal/Medicaid Program.¹⁰
- N. IEHP reserves the right to perform facility site review when quality of care issues arise and to deny Hospital's participation in the IEHP network if IEHP requirements are not met.
- O. If during the contract period, IEHP becomes aware of a change in the accreditation and/or CMS or state survey, license or certification status, or sanctions, fraudulent activity or other legal or remedial actions have been taken against any Hospital, the Contract Administration Specialist must take the following steps:
1. Notify the Director of Provider Contracting, Provider Contracting Manager, Contracts Administration Manager and the Compliance Department at DGStateProgram@IEHP.org within five (5) days of discovering our Provider/Hospital has been added to a disciplinary list.
 2. The Director of Provider Contracting informs the Hospital in writing that it is in violation of its contract with IEHP and begins the cure process. Depending on the seriousness of the offense, IEHP:
 - a. Reserves the right to temporarily suspend or terminate the contract for cause, with appropriate notice as defined in the IEHP Agreement.
 - b. May report the termination of the contract to regulatory agencies as per contractual requirements. Any services provided after the date of exclusion shall not be reimbursable or may be subject to recoupment.

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¹⁰ Ibid.

12. PROVIDER NETWORK

J. Providers Charging Members

APPLIES TO:

- A. This policy applies to all IEHP Covered California Providers.

POLICY:

- B. California Welfare and Institutions Code 14019.4 prohibits contracted Health Care Providers from charging and/or collecting payment from managed IEHP Covered Members, or other persons on behalf of the Member,
- C. Any Member or Member's representative shall be entitled to copies of all or any portion of the Member medical records that he or she has a right to inspect, upon presenting a written request to the Health Care Provider specifying the records to be copied, together with a fee to defray the cost of copying, that shall not exceed \$0.25 per page or \$0.50 per page for records that are copied from microfilm and any additional reasonable clerical costs incurred in making the records available. The Health Care Provider shall ensure that the copies are transmitted within 15 days after receiving the written request.
- D. In circumstances where charging a Member for completion of a form is allowed, fees should be nominal and not to exceed \$0.25 cents per page with a maximum charge allowed of \$20.
- E. Under no circumstances can a Health Care Provider deny or refuse service to an IEHP Member for non-payment of a missed appointment, lack of payment for co-payments and owed balance or deductibles, as applicable.
- F. Any contracted Health Care Provider who has furnished documentation of a person's enrollment in the IEHP Covered program, shall not seek reimbursement nor attempt to obtain payment for any covered services provided to the IEHP Member other than the participating health plan.
- G. IEHP Members are not liable for any portion of a bill provided by a Health Care Provider, except non-covered benefits, items, or services.

DEFINITION:

- A. A "Health Care Provider" means any Practitioner or professional person, Acute Care Hospital organization, health facility, Ancillary Provider or other person or institution licensed by the State to deliver or furnish health care services directly to the Member.

PROCEDURES:

- A. A Provider cannot charge or bill a IEHP Covered Member or IEHP for a covered service, except to:
1. Collect payments due under legal entitlement.

12. PROVIDER NETWORK

J. Providers Charging Members

- B. A missed appointment is not a co-payment or a service therefore, Providers cannot charge IEHP Covered Members for missed appointments.
- C. The following procedures will be followed when a Provider attempts to charge a Member for any missed appointment:
1. IEHP will call the Provider and educate regarding the inappropriate practice of charging for a missed appointment.
 2. If a Provider insists on charging the Members, IEHP will send a letter educating the Provider, which includes a reference to Title 22 § 51002 of the California Administrative Code that prohibits Providers of Service from billing IEHP Covered Members. At IEHP's sole discretion, IEHP can provide the Member with a toll-free number to report the Provider for IEHP Covered fraud.¹
 3. If a Provider continues the practice of charging for missed appointments, IEHP will request that a DMHC Fraud Investigator contact the Provider.
 4. Under no circumstances can a Provider deny service to a Member for non-payment of a missed appointment charge or other charges to Member when they were not an eligible IEHP Member.
- D. Provider of Service cannot charge or collect payments at any time for filling out any of the following forms or required medical documentation:
1. WIC referral forms;
 2. Lead Testing questionnaire;
 3. Prescriptions;
 4. Yellow Cards and/or any request for the documentation of a Member's immunization history;
 5. Other forms related to the delivery of medical care;
 6. Any forms required for a Member to qualify as eligible for IEHP Covered including, but not limited to, Cal Works Forms (CW 61 or an equivalent);
 7. Any forms to facilitate transportation, including applications for paratransit service and Department of Motor Vehicles Disabled Placard Applications;
 8. In-Home Support Services (IHSS) Medical Certification Form SOC 873;
 9. Any forms related to Long-Term Services and Supports (LTSS) benefits including Community Based Adult Services (CBAS); and

¹ California Code of Regulations (CCR), Title 22, §51002.

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J. Providers Charging Members

10. Emotional Support Animal letter for housing authority/landlord completed by Behavioral Health Providers.²
- E. Providers can charge IEHP Members a nominal fee for filling out any of the following forms:
1. History and Physical form that is school specific;
 2. Sports Physical;
 3. Disability forms; and
 4. Utility Company Medical Baseline Program Applications.
- F. A Health Care Provider that is not paid at billed charges may not pursue any balance billing or collection actions against any IEHP Member. Such collections actions may include:
1. Sending or mailing bills to IEHP Member;
 2. Calling any IEHP Member with demands to pay outstanding balance; and
 3. Referrals to collection agency.
- G. If the Provider of Service continues to charge a Member in violation of this policy after being notified to stop, or sends the Member's account to a collections agency, IEHP reserves the right to inform the DMHC, or other regulatory agencies of the violation. In addition, the billing of Members is in violation of IEHP policy, and IEHP takes all necessary actions, up to and including termination of the Provider's participation with IEHP to ensure that such actions stop.

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² Americans with Disabilities Act, the Fair Housing Act, and the Rehabilitation Act of 1973.

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K. Provider Disruptive Behavior

APPLIES TO:

A. This policy applies to all IEHP Covered Providers.

POLICY:

- A. Inland Empire Health Plan (IEHP) is committed to fostering an environment where IEHP Members receive access to quality and accessible healthcare services. IEHP is further committed to supporting a culture where IEHP's Providers, Members, and staff are treated in a professional, collegial, and caring manner. Toward these goals, IEHP maintains a Provider Disruptive Behavior Policy that prohibits any behavior that could be perceived as hostile, disruptive, inappropriate, harassing, or that does not endeavor to meet the highest standards of professionalism, prevents IEHP from complying with any statutory, regulatory, or contractual requirements, or interferes with IEHP's mission to provide its Members with quality and accessible healthcare services.
- B. Provider Expectations
1. Treat all individuals encountered in the course of administering or providing healthcare services to Members (including, but not limited to, Members, Members' family members, Members' friends, and IEHP staff) with courtesy, honesty, and respect, and conduct themselves in a professional, collegial, and cooperative manner as outlined below.
 2. Refrain from conduct that may reasonably be considered disruptive, inappropriate, or offensive to the workplace or Member care. Such conduct may be verbal or non-verbal.

PURPOSE:

- A. The purpose of this policy is to:
1. Outline the expectations of Providers during interactions with Members, IEHP staff, and other related individuals in the course of administering or providing healthcare services;
 2. Provide definitions/examples of disruptive and inappropriate conduct; and
 3. List the procedures to identify and resolve any alleged disruptive or inappropriate behavior.
- B. Disruptive behavior or inappropriate conduct may be grounds for disciplinary action, up to and including the termination of a contract.
- C. Definitions/examples of prohibited disruptive and inappropriate conduct include, but are not limited to:
1. Profane, angry, threatening, intimidating, abusive, disrespectful, degrading, insulting, demeaning, belittling, disruptive, or inappropriate language or behavior, whether verbal

12. PROVIDER NETWORK

K. Provider Disruptive Behavior

or non-verbal (including facial expressions, body language, or other non-verbal gestures or forms of bodily expression);

2. Inappropriate or similarly offensive physical acts or contact, or a threat thereof;
3. Non-constructive criticism or comments about, or the passing of severe judgment on IEHP staff or Members, in or absent their presence, that is threatening, inappropriate, insulting, intimidating, or otherwise disruptive;
4. Inappropriate or disruptive arguments or discussions with Members, Members' family members, Members' friends, or IEHP staff;
5. Language or behavior that others would describe as bullying or harassing, including but not limited to, yelling or the use of obscenities;
6. Insensitive, inappropriate, or disruptive comments or discussions, whether verbal or non-verbal, about a Member's medical condition, appearance, or situation;
7. Insensitive, inappropriate, or disruptive comments or discussions about or directed to IEHP staff or Members, whether verbal or non-verbal, regarding race, ethnicity, sexual orientation or any other protected class or group of people;
8. Any behavior or conduct that creates a hostile environment for IEHP staff or Members, disrupts the efficient and effective delivery of quality and timely access to healthcare services, or otherwise jeopardizes Member care;
9. Refusal to work collaboratively or cooperatively with IEHP staff or Members, or creating rigid or inflexible barriers to requests for assistance and/or cooperation; and
10. Any behavior or conduct that jeopardizes or denigrates IEHP's name, brand, or reputation.

PROCEDURES:

- A. Alleged incidences of inappropriate or disruptive conduct may be addressed in accordance with the following procedures:
 1. When an incident is reported, collegial intervention (i.e., counseling, warnings, and meetings and/or discussions with the Provider) should be the first step. However, there may be a single incident of inappropriate conduct, or the continuation of such conduct, that is so unacceptable as to make such collegial steps inappropriate and that requires immediate disciplinary action. Therefore, nothing in this Policy precludes the immediate action of IEHP or the elimination of any particular step in the below Procedures or Policy when dealing with a complaint or incident about inappropriate conduct.
 2. Upon learning of the occurrence of an incidence of inappropriate conduct, IEHP shall request that the individual who reported the incident document it in writing.

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K. Provider Disruptive Behavior

Alternatively, IEHP may designate a member of its staff to document the incident as reported. The documentation should include as much detail as possible, including:

- a. The date, time, and location of the incident(s);
 - b. A factual, objective description of the inappropriate or disruptive behavior(s);
 - c. The name of any Provider, Member, Member's family member, Member's friend, or IEHP staff who may have been involved in the incident(s), including any Provider, Member, Member's family member, Member's friend, or IEHP staff who may have witnessed the incident(s);
 - d. The circumstances around as well as those which specifically precipitated the incident(s);
 - e. The names of any other witnesses to the incident(s);
 - f. Consequences, if any, of the conduct as it relates to the delivery or administration of healthcare services, the prevention of IEHP from complying with any statutory, regulatory, or contractual requirements, the jeopardizing or denigration of IEHP's name, brand, or reputation, or the contribution towards a hostile environment;
 - g. Any responsive action(s) taken to intervene in, or remedy, the incident(s) including date, time, place, action, and the name(s) of those intervening; and
 - h. The name, title, signature, and date of the individual reporting and/or documenting the complaint of inappropriate conduct.
3. IEHP will review the report and may elect to meet or confer with the individual who reported the incident(s) or the individual who prepared the report, if different.
 4. If, in IEHP's sole discretion, it is determined that an incident of inappropriate conduct has occurred, IEHP may proceed with any or all of the following options including, but not limited to:
 - a. Notify the Provider that a complaint has been received;
 - b. Meet and confer with the Provider to obtain additional information about the incident(s) or conduct in question;
 - c. Send the Provider a letter of guidance about the incident(s);
 - d. Send the Provider a letter of warning or reprimand;
 - e. Meet and confer with the Provider and/or other individuals involved in the incident(s) in order to counsel the Provider about the concerns and the necessity to correct the conduct in question; and
 - f. Terminate the Provider's contract.
 5. If IEHP prepares any documentation for a Provider's file regarding the incident(s), or

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K. Provider Disruptive Behavior

IEHP's efforts to address the concerns with the Provider, the Provider shall be apprised of that documentation and an opportunity to respond in writing. The Provider's response shall be kept in the Provider's file.

6. If additional complaints are received concerning a Provider about related or unrelated conduct prohibited by the Policy, IEHP may continue to utilize the collegial steps noted above as long as IEHP believes there is a reasonable likelihood that these efforts will resolve the conduct in question. At any point, however, IEHP may elect to take immediate action or eliminate particular steps in the above Procedures or Policy when dealing with a complaint.

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12. PROVIDER NETWORK

L1. Virtual Care

APPLIES TO:

- A. This policy applies to Inland Empire Health Plan (IEHP) Covered Primary Care Providers (PCPs), Specialists, and Behavioral Health Providers, as well as IEHP network Federally Qualified Health Centers, Tribal Federally Qualified Health Centers (TFQHCs), Rural Health Clinics (RHCs) or Indian Health Services (IHS) sites, unless specified otherwise.

POLICY:

- A. IEHP utilizes telehealth as an option for Members to obtain access to necessary health care services, except for General Surgery, Orthopedic Surgery, Physical Medicine, and Rehabilitation and Hospital.
- B. IEHP and its Delegates must ensure that all health care Providers comply with applicable state and federal laws and regulations and contractual requirements when providing telehealth services

DEFINITIONS:

- A. “Asynchronous store and forward” means the transmission of a Member’s medical information from an originating site to the health care Provider at a distant site without the presence of the Member. Consultations via asynchronous electronic transmission initiated directly by Members, including through mobile phone applications, are not covered under this policy.
- B.

PROCEDURES:

- A. Provider Requirements
 - 1. The health care Provider rendering IEHP covered benefits or services via a telehealth modality must be contracted with and credentialed by IEHP, licensed in California, enrolled as a rendering Provider or non-physician medical practitioner (NMP) and affiliated with an enrolled Provider group. The Provider group for which the health care provider renders services via telehealth must meet all Medi-Cal program enrollment requirements and must be located in California or a border community.
 - 2. The health care Provider rendering IEHP covered benefits or services provided via a telehealth modality must meet the requirements under California law in which the Provider is considered to be licensed, for example, Providers who are certified by the Behavior Analyst Certification Board, which is accredited by the National Commission for Certifying Agencies.
- B. Documentation Requirements
 - 1. All Health Care Practitioners providing covered benefits or services to IEHP Members must maintain appropriate documentation of services rendered to

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substantiate the corresponding technical and professional components of billed procedure codes. Documentation of benefits or services delivered via telehealth should be the same as documentation of services provided to IEHP Members in-person. This documentation should be maintained in the Member's medical record. The distant site Provider can bill for IEHP covered benefits or services delivered via telehealth using the appropriate procedure codes with the corresponding modifier and is responsible for maintaining appropriate supporting documentation.

2. Health Care Providers at the distant site must determine that the covered IEHP service or benefit being delivered via telehealth meets the procedural definition and components procedure code(s) associated with the IEHP covered service or benefit as well as any other requirements described in this section of the IEHP Provider manual.
3. Health care Providers are not required to document a barrier to an in-person visit for IEHP coverage of services provided via telehealth.
4. Health care Providers at the distant site are not required to document cost effectiveness of telehealth to be reimbursed for telehealth services or store and forward services.
5. Documentation for Asynchronous Store and Forward Services¹
 - a. For teleophthalmology, teledermatology services, or benefits delivered via asynchronous store and forward, health care Providers must also meet the following requirements:
 - 1) A Member receiving teleophthalmology or teledermatology by store and forward shall be notified of the right to receive interactive communication with the distant Specialist.
 - 2) Provider shall receive an interactive communication with the distant Specialist Provider upon request.
 - 3) If requested, communication with the distant Specialist Provider may occur either at the time of the consultation or within thirty (30) days of the Member's notification of the results of the consultation.
6. Consent^{2, 3}
 - a. Prior to the delivery of health care via telehealth, Health Care Providers must inform the Member about the use of telehealth and obtain verbal or written consent from the Member for the use of telehealth as an acceptable mode of delivering health care services.
 - 1) If a Health Care Provider, whether at the originating site or distant site, maintains a general consent agreement that specifically mentions use of telehealth as an

¹ California Welfare and Institutions Code (Welf. & Inst. Code) § 14132.725(b)

² CA Business and Professions Code (Bus. & Prof. Code) § 2290.5(b)

³ California Health and Safety Code § 1374.13

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acceptable modality for delivery of services, then this is sufficient for documentation of Member consent and should be kept in the Member's medical file.

- 2) The consent shall be documented in the Member's medical and be available to IEHP upon request.
 - b. Compliance with all state and federal laws regarding the confidentiality of health care information.
 - c. Member's rights to the Member's own medical information apply to telehealth interactions.
 - d. The Member shall not be precluded from receiving in-person health care delivery services during a specified course of health care and treatment after agreeing to receive services via telehealth.

7. Place of Service

- a. Health care Providers are required to document the appropriate Place of Service code on the claim, which indicates that services were provided or received via a telecommunications system.

C. Reimbursable Telehealth Services

1. IEHP covered benefits or services, identified by CPT or HCPCS codes and subject to all existing IEHP coverage and reimbursement policies, including any prior authorization requirements, may be provided via a telehealth modality, as outlined in this section, if all of the following are satisfied:
 - a. The treating health care Provider at the distant site believes that the benefits or services being provided are clinically appropriate to be delivered via telehealth based upon evidence-based medicine and/or best clinical judgment;
 - b. The benefits or services delivered via telehealth meet the procedural definition and components of the procedure codes, associated with the IEHP covered service or benefit, as well as any extended guidelines as described in this section of the IEHP Provider manual; and
 - c. The benefits or services provided via telehealth meet all laws regarding confidentiality of health care information and a Member's right to their medical information.
2. Covered benefits or services provided via a telehealth modality are reimbursable when billed in one of two (2) ways:
 - a. For services or benefits provided via synchronous, interactive audio and telecommunications systems, the health care Provider bills with the appropriate modifier for this service.
 - b. For services or benefits provided via asynchronous store and forward telecommunications systems, the health care Provider bills with the appropriate modifier for this service.

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3. Examples of Services Not Appropriate for Telehealth:

- a. Certain types of benefits or services that would not be expected to be appropriately delivered via telehealth include, but are not limited to, benefits or services that are performed in an operating room or while the Member is under anesthesia, require direct visualization or instrumentation of bodily structures, involve sampling of tissue or insertion/removal of medical devices and/or otherwise require the in-person presence of the Member for any reason.

D. Billing Requirements

1. Synchronous, Interactive Audio and Telecommunications Systems:

- a. Health care Providers must use an interactive audio, video or data telecommunications system that permits real-time communication between the health care Provider at the distant site and the Member at the originating site. The audio-video telehealth system used must, at a minimum, have the capability of meeting the procedural definition of the code provided through telehealth. The telecommunications equipment must be of a quality or resolution to adequately complete all necessary components to document the level of service for the procedure code billed.
- b. Evaluation and Management (E&M) and all other covered IEHP services provided at the originating site (in-person with the Member) during a telehealth transmission are billed according to standard IEHP policies. Please see 20A, “Claims Processing”. The E&M service must be in real-time or near real-time (delay in seconds or minutes) to qualify as an interactive two-way transfer of medical data and information between the Member and health care Provider
- c. The presence of a health care Provider is not required at the originating site as a condition of payment unless the health care Provider at the originating site is medically necessary as determined by the health care Provider at the distant site.⁴

2. Asynchronous Store and Forward Telecommunications Systems:

- a. For billing purposes, health care Providers must ensure that the documentation, typically images, sent via store and forward be specific to the Member’s condition and adequate for meeting the procedural definition and components of the procedure code that is billed. In addition, all services billed via store and forward are subject to all existing IEHP coverage and reimbursement policies, including any prior authorization requirements. Please see policy 20A, “Claims Processing”.

3. Originating Site and Transmission Fees

- a. The originating site facility fee is reimbursable only to the originating site when billed with the procedure code for this service (telehealth originating site facility fee). Transmission costs incurred from providing telehealth services via audio/video

⁴ Title 42 Code of Federal Regulations (CFR) § 410.78

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communication is reimbursable when billed with the procedure code for this service (telehealth transmission, per minute, professional services billed separately).

b. Originating Site and Transmission Fee Restrictions

1) Restrictions for billing originating site and transmission costs are as follows:

- Originating site: once per day, same Member, same Provider.
- Transmission fee (at originating site and distant site): maximum of 90 minutes per day (1 unit = 1 minute), same Member, same Provider.
- If billing store and forward, Providers at the originating site may bill the originating site fee but may not bill for the transmission fee.

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 - 2. eConsult Services
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APPLIES TO:

- A. This policy applies to IEHP-Direct Primary Care Providers (PCPs) and Specialist Reviewers, as well as IEHP network Federally Qualified Health Centers (FQHC), Tribal Federally Qualified Health Centers (TFQHCs), Rural Health Clinics (RHCs) or Indian Health Services (IHS) sites.

POLICY:

- A. IEHP provides an eConsult platform and workflow that allows IEHP Direct PCPs to request electronically the opinion and/or advice of another health care provider (Specialist Reviewer) with specialty expertise to assist in the diagnosis and/or management of the Member's health care.

PURPOSE:

- A. To ensure that IEHP Members in need of care, as determined by their PCP, receive timely access to care.

DEFINITION:

- A. eConsults - These fall under the auspice of store and forward Virtual Care. eConsults are asynchronous health record consultation services that provide an assessment and management service in which the Member's treating health care practitioner (attending or primary) requests the opinion and/or treatment advice of another health care practitioner (consultant or Specialist Reviewer) with specific specialty expertise to assist in the diagnosis and/or management of the Member's health care needs without Member face-to-face contact with the consultant. eConsults between health care Providers are designed to offer coordinated multidisciplinary case reviews, advisory opinions and recommendations of care. eConsults are permissible only between health care Providers.
- B. Specialist Reviewer - A Specialist Provider who has agreed to engage in an asynchronous dialogue with a PCP with the goals of sharing clinical expertise, providing case-based learning and improving timely access to quality specialty care.
- C. "Asynchronous store and forward" - The transmission of a Member's medical information from an originating site to the health care Provider at a distant site without the presence of the Member. Consultations via asynchronous electronic transmission initiated directly by Members, including through mobile phone applications, are not covered under this policy.¹

PROCEDURES:

¹ Ibid

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2. eConsult Services

- A. eConsult is a tool to facilitate Provider-to-Provider interaction in order to reduce Member visit wait times, unnecessary visits and improve access to Specialists.
- B. eConsults may be initiated by PCPs or Specialists for services requiring prior authorization. Prior authorization for proposed services or referrals call for the following:
 - 1. Verification of Member eligibility;
 - 2. Written documentation by the PCP or Specialist of medical necessity for service, procedure, or referral; and
 - 3. Assessment of medical necessity and appropriateness of level of care with determination of approval or denial for the proposed service or referral.
- C. Request for referrals submitted to IEHP Direct for most specialty care may first go through the eConsult process, in which the requesting Provider (typically the PCP) engages in an asynchronous dialog with a Specialty Reviewer. The workflow is described here:
 - 1. Member is seen by their PCP and a potential need for specialty care is established.
 - 2. PCP submits an eConsult to a Specialty Reviewer.
 - a. eConsult may be submitted while the Member is in the office or once the Member has left. PCPs will have two (2) working days from the date the Member is seen to submit an eConsult along with all supporting documentation.
 - b. PCP and staff members must sign into eConsult using their assigned username and password.
 - c. All users must have an individual email address to access the eConsult portal and are not to share their passwords.
 - 3. The eConsult includes the Member's medical history, chief complaint, medical details relevant to the Member's complaint, and a clinical dialog with the Specialty Reviewer.
 - a. The PCP at the originating site must create and maintain the following:
 - 1) A record that the eConsult is the result of patient care that has occurred or will occur and relates to ongoing Member management; and
 - 2) A record of a request for an eConsult by the PCP at the originating site.
 - 4. The Specialist Reviewer is required to respond to the PCP within seventy-two (72) hours of receiving the eConsult.
 - a. The Specialty Reviewer at the distant site must create and maintain the following:
 - 1) A record of the review and analysis of the transmitted medical information with written documentation of date of service and time spent; and
 - 2) A written report of case findings and recommendations with conveyance to the

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originating site.

- D. Outcome of the eConsult may include continued management of the Member's condition by the PCP or a recommendation that the Member be seen by a Specialist.
1. If the Specialty Reviewer recommends a coordination of care by the PCP by means of medication and/or therapeutic treatment, the PCP completes ("closes") the eConsult and manages the Member's condition accordingly.
 - a. PCP will contact and manage the Member's condition as recommended by the Specialist Reviewer.
 2. If the Specialty Reviewer recommends a face-to-face visit with a Specialist, the PCP staff submits a referral request to IEHP. Please see 14D, "Pre-Service Referral Authorization Process."
- E. Members may require a face-to-face visit with a Specialist after a clinical conversation has determined the care cannot be managed by the PCP in the primary care setting.
1. An eConsult is not separately reportable or reimbursable if any of the following are true:
 - a. The Specialty Reviewer saw the patient within the last fourteen (14) days;
 - b. The eConsult results in a transfer of care or other face-to-face service with the Specialty Reviewer within the next fourteen (14) days or next available appointment date of the Specialist Reviewer; or
 - c. The Specialty Reviewer did not spend at least five (5) minutes of medical consultative time, and it did not result in a written report.
 2. An eConsult is not reimbursable more than once in a seven-day period for the same patient and Provider.
- F. IEHP and its Delegated provide for Members second opinion from a qualified health professional within the network at no cost to the Member or arranges for the Member to obtain a second opinion outside of the network if services are not available within the network.²

² Knox-Keene Health Care Service Plan Act of 1975, § 1383.15.

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