



**Department
of Health**

**Office of
Health Insurance
Programs**

Provider Contract Submission Requirements Webinar

Tuesday, May 3, 2017

Agenda

- Welcome
- Walk Through of DOH-4255
- How to submit contracts to the BML
- Expectations
- Questions

Provider Contract Statement & Certification

DOH-4255 Step By Step Breakdown

Fillable form found at: <https://www.health.ny.gov/forms/doh-4255.pdf>

Submitting Contracts to the BML

- To be considered as a submission, it must go through the contract BML (contract@health.ny.gov). Contracts submitted directly to plan managers are not considered an official submission.
- Contracts submitted *after 3:00 PM* are considered submitted the next business day.
- For every provider contract submitted, there should be one Provider Contract Statement (DOH-4255) and all documents associated with that Statement.
- When submitting multiple contracts (i.e. upstream and downstream), plans **MUST**:
 - *Submit contracts in separate emails **OR***
 - *Submit contracts in one email containing separate zip files for each contract*
- To assist in the review process, it is highly recommended that the subject line of the submission email be consistent with the following format:
 - **[MCO LEGAL NAME] & [PROVIDER OR VENDOR] & [MSA OR PROV]**

Summary of Expectations

Do:

- Use the PDF fillable form found at: <https://www.health.ny.gov/forms/doh-4255.pdf>
- Separate different contracts into different emails/folders
- Submit contracts/amendments in searchable PDF format
- Use new Standard Clause incorporation language and attach 2017 Standard Clauses to any amendments and new contracts submitted after 4/1/17. (See page 16 of the 4/1/17 Revised Guidelines for mandatory Standard Clause incorporation language.)
 - Incorporation language must be in the body of the contract; not in the appendices

Summary of Expectations (cont.)

Do:

- Answer all required questions; if a question on DOH-4255 is not applicable to the contract/amendment and answer choices are “yes” or “no,” **please answer “no”**
- Complete DOH-4255 to reflect the information in the contract/amendment being submitted
- If a contract amendment being submitted contains changes to the reimbursement methodology (i.e. adds Shared Savings, Shared Risk, or VBP), the base provider agreement must be included with this submission
- It is the responsibility of the MCO to maintain all copies of approval letters provided by the Department

Summary of Expectations (cont.)

Do not:

- Modify the format of DOH-4255 when completing required fields
 - This includes writing in “NA” when answer options are Yes/No
- Submit password protected emails/attachments
- Submit a contract containing retroactive rate adjustments, unless otherwise allowed by DOH (i.e. Pilots)

Questions