

Contracting Spreadsheet by Carrier

Payor:	Product(s):	Review:	Effective Date:	Rate Eff.Date:	Renewal:	Term.Clause:
CONTRACT XYZ MANAGED CARE						RESULTS
EFFECTIVE: 9/1/02						
# Employer Groups in our area:						
Number of Members In Network:						
Current Reimbursement: (Unit Rate/Flat Fee Rates/Carve Outs)						

Our Average Days in AR	
% of A/R over 90 days	

Contract on File:	Y	N
Provider Manual	Y	N
Anesthesia Billing Guidelines	Y	N
Directory of Employer Groups	Y	N

Contract Reviewed/Date:	Y	N
Hot Words Flagged	Y	N
Clauses To Exclude	Y	N
Clauses Inserted	Y	N
Physician Review/Date:	Y	N
Final Copy Mailed/Date/Address and Attention to:	Y	N

Accept Electronic Claims	Y	N
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CPT/ASA	CPT	ASA
Actual Time or Total Time Unit	Time	Minutes

Carve Out Reimbursement Rates and Criteria	
Emergency -Trauma	
Age	
Physical Status	
Lines	
Post-op Pain	
MAC	
TEEs	
SFA	
UP	
Controlled Hypothermia	
Controlled Hypotension	
Emergency Intubation	

OB	
Global Billing- Vaginal Deliveries \$ _____ per case C/S \$ _____ per case Conversions \$ _____ per case	
C/S Conversions: Negotiated rate per case is	\$ _____

Contracting Clauses	
Limits on plan's access to documents: (Only the Anesthesia record)	
Record Copy and Shipping Fee: (\$1.00 per page plus UPS current charge)	
Adequate Notice to Comply: (30-45 days)	
During Normal Business Hours of 9am-5 pm	
Mutually Convenient Time: Convenient for our group:	
**Plans access rights are subject to any internal access policies of your hospital, facility, medical group, network, etc.	
(This provision applies to any other confidentiality requirements we have)	
Hospital Based Services: Provider paid negotiate rate regardless of auth/denial to primary surgeon	
Silent PPO's-No repricing through other network	
Preserve Higher Rate: If this plan merges our existing contract is the successor to the new plan until specified contract expires	
Fee Manipulation: "Plan reserves the right to alter the payment meth and levels from time to time at its discesion" DELETE this clause.	
Timely Filing: Are the terms spelled out?	120 days
Extension: UP to one year with proof of filing (ie: Electronic Claim Record, System Date indicating Claim Generated)	
Other Insurance: Patient had supplied incorrect insurance. New ins. Info came to light after filing date. (Honor Clm or allow up to bill pt.)	
Credentialing: Clause that allows you to bill for your services while physician(s) are being credentialed as long as the physicians have been credentialed through your hospital. Another method could be through your group ID # or a temporay ID # assigned for physicians in the credentialing process.	

HIPAA	
Small Practice Policies and Proceudres apply	
Business Assoc. Contract-We do not provide a service to the PLAN- **DO NOT SIGN**	
Disclosure of Documents-Documents specific to the service provided: (Again, only the anesthesia record)	
Right to Sue-Delete clause that allows member to be listed as third party beneficiary	
Documentation Request-Processing time (Prompt Pay Law for your state)	
Appeal-Turn around time (# days)	

PPO	
#Employer Groups	
#Covered lives/group	
Credentialing Period (30-60 days)	
Anesthesia Reimbursement Schedule	
List of Payers and updates regularly	
Names and phone numbers for the Chief Financial Officer, Medical director	
Prompt Payment Law Cited in Contract	