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<b>Title 1</b>	<b>Northern Lakes Policies</b>
<b>Part 103</b>	<b>Managed Health Division</b>
<b>Subpart B</b>	<b>Contract Management</b>
<b>Policy No.</b>	<b>103.208</b>
<b>Subject</b>	<b>Adding New Providers</b>

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### **Applicability**

Policy applies to all Northern Lakes CMHA activities, operations and sites and to all workforce members.

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### **Policy**

When Northern Lakes CMHA workforce member wishes to add a new, non-hospital provider, the New Provider Request Form should be completed by workforce member and then should be submitted for review first by the workforce member member's Operations Manager and/or Chief Population Officer. Issues to be considered in the evaluation may include, but are not limited to, level of need for the services, appropriate existing contract providers and an estimate for the demand for the provider's services. If it is approved by the Operations Manager/Chief Population Officer then the request should be submitted to the Network Management Committee. The Network Management Committee will respond to the request within fourteen (14) business days. If the request is approved, then the Network Management Committee will perform the necessary due diligence and contract if appropriate.

If the request is denied by the Network Management Committee, the New Provider Request Form will be returned to the requesting workforce members and the Operations Manager/Chief Population Officer delineating the reason(s) for denial.

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### **Procedures**

None.

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**Adoption Date:** April 9, 2013

**Review Dates:** July 10, 2013  
April 26, 2018

**Revision Dates:** April 30, 2018