

Effective Date: 7/1/2019

Review Date: 6/25/2019

Revised Date:

**North Sound Behavioral Health Administrative Services Organization, LLC**

Section 1000 - Administrative: Policy Development and Review

Authorizing Source: HCA Contract

Approved by: Executive Director

Date:

Signature:

**POLICY # 1006.00**

**SUBJECT: POLICY DEVELOPMENT AND REVIEW**

**POLICY**

North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) shall develop, implement, maintain, comply with and monitor all policies and procedures of the North Sound BH-ASO. Policies will comply, as necessary, with relevant state and contractual regulations and requirements. All North Sound BH-ASO policies will be reviewed at minimum annually.

North Sound BH-ASO will expect contracted providers to follow all North Sound BH-ASO policies as applicable by contract and the North Sound BH-ASO Supplemental Provider Support Guide. These policies will be listed on North Sound BH-ASO's website for easy access.

**PROCEDURES**

North Sound BH-ASO staff will review policies and procedures at minimum on an annual basis and/or as needed. When indicated, reviews may be initiated by North Sound BH-ASO staff and/or Board of Directors.

Policies will be submitted to the Health Care Authority (HCA) for review upon request and any time there is a new policy and procedure or there is a substantive change to an existing policy and procedure. Relevant policies will be made available to all contracted providers including, but not limited to billing, critical incidents and other reporting requirements. North Sound BH-ASO staff will provide training to providers on policies and procedures when needed and/or requested.

All policies will be reviewed by the North Sound BH-ASO Leadership Team prior to approval. Policies requiring executive committee approval will be reviewed by the North Sound BH-ASO Board of Director's (BOD) during the monthly BOD meeting. Final approval of North Sound BH-ASO policies will be given by the North Sound BH-ASO Executive Director.

Changes to the policies and procedures that affect providers will be issued in a Numbered Memorandum with notice of compliance. Both redlined and finalized versions of policies will be distributed to providers if requested. Policies reviewed within timeline requirements and require no changes will be sent to providers as an "FYI" and clean version only.

**ATTACHMENTS**

None