

CHELAN-DOUGLAS RSN/PHP POLICY AND PROCEDURE MANUAL		Chapter:	1.2
Title:	INTRODUCTION AND ADMINISTRATIVE POLICIES	Page:	1 of 2
		Date Effective:	July 1, 2002
Subject:	MANUAL REVISION	Date Revised:	May 17, 2002
		Authorizing Signature:	

AUTHORITY: Guiding Principle(s): Effectively Managed

SCOPE: This policy applies to Chelan-Douglas Regional Support Network/Prepaid Health Plan (CDRSN/PHP) and its contractors (agencies/providers), and subcontractors (referred to as contractors or agencies or providers throughout this policy).

PURPOSE: This policy describes the process for revising or adding policies to this manual.

DEFINITIONS: n/a

- POLICY:**
- A. Revisions to current policies or the addition of new policies to this manual may be initiated at the discretion of the CDRSN/PHP Administrator.
 - B. Recognized groups within the CDRSN/PHP and Provider Network shall also have the opportunity to submit recommendations for revisions or additions to the manual as follows:
 - 1. Suggestions for revising the manual or for adding new sections will be initiated by the appropriate CDRSN/PHP group:
 - a. CDRSN/PHP Governing Board;
 - b. CDRSN/PHP Advisory Board;
 - c. CDRSN/PHP Care Management Team;
 - d. Provider Network Management Team;
 - e. Provider Network Clinical Team;
 - f. Management Information System (MIS);
 - g. Quality Management Oversight Committee;
 - h. Quality Review Team
 - 2. Clinical recommendations from these groups will be reviewed by QMOC for impact of proposed changes across different parts of the system.
 - 3. Recommendations will be reviewed by Chelan-Douglas RSN/PHP staff to assure compliance with State and Federal regulations, and for fiscal impact, if any.

4. Recommendations may be initiated by the Chelan-Douglas RSN/PHP staff directly.
5. A recommendation may be:
 - a. Disapproved and returned to one or more groups with suggestions for re-working or;
 - b. Approved as is or;
 - c. approved with modifications.
6. The approved recommendation will be reviewed after which it may be:
 - a. Returned to original group with suggestions;
 - b. Adopted as is or with modifications and returned with recommendations to CDRSN/PHP staff for processing.
7. The new pages will be distributed to the original referring group (from the list above) and other affected CDRSN/PHP components when completed.
8. Each group listed above will review those sections of this manual it is responsible for at least once annually. This includes making sure that other groups significantly affected by particular parts of the manual have an opportunity to comment.
9. In the event of a dispute, the final decision on proposed manual changes rests with the CDRSN/PHP Governing Board.

SEE ALSO: Glossary of Terms and Acronyms