



Using the Resource Packet for Licensed Independent Practitioners

Our Responsibilities and Yours

- Alliance is responsible for conducting routine monitoring of solo and group LIPs that contract with us
- Providers of services to Medicaid beneficiaries are responsible for adhering to all federal and state laws and regulations, administrative rules, state policies and contractual obligations

LIP Resource Packet

- Based on routine monitoring of LIPs in its Network, Alliance has found that providers often not aware of federal regulations, clinical coverage policy, contractual obligations, state policies, Medicaid documentation manual and other resources
- Use of the LIP Packet is not required but it may be a helpful resource

LIP Resource Packet

- Includes links to websites that contain federal and state requirements and information on how those requirements are to be applied
 - Keep in mind that website information may periodically change and the links may become inactive
 - If so, search the web for the name of the manual or policy/regulation

LIP Resource Packet

- Use the current version of each resource by using the below links or searching the web:
 - Records Management and Documentation Manual for Providers of Publicly-funded MH, IDD, SU services and LME/MCOs (APSM 45-2)
 - New APSM 45-2 is coming out FY17
 - Medicaid and Health Choice Outpatient Behavioral Health Services Clinical Coverage Policy No. 8C Provided by Direct-Enrolled Providers Amended (October 1, 2015 or latest version):
www2.ncdhhs.gov/dma/mp/8C.pdf

LIP Resource Packet

- DHHS Review Tools for LIPs (effective Oct. 2015):
www.ncdhhs.gov/document/provider-monitoring-tools
 - Once you download and open the tool, click on guidelines tab at the bottom
 - Download the Review Tool Guidelines and the Post-Payment Review Tool Guidelines.
 - They provide the references from which the rules are obtained and explain how to demonstrate compliance with some rules

LIP Resource Packet

- Network Contract between Alliance and your practice
- Alliance Provider Operations Manual
www.alliancebhc.org/providers/publications-forms-documents/#Alliance_Provider_Operations_Manual

LIP Resource Packet

- Updates available by email from:
 - Alliance – subscribe at www.alliancebhc.org/provider-news/
 - NC Department of Health and Human Services www.ncdhhs.gov/news
 - NC Division of Medical Assistance dma.ncdhhs.gov/

LIP Resource Packet

- Templates included in the packet are for guidance only and in no way warrant compliance with applicable law, policy or your contract
- **YOU ARE NOT REQUIRED TO USE THE TEMPLATES**
 - If you choose to use any of them, you will need to edit the templates before use

Using the LIP Resource Packet

- Packet provides links to resources as well as sample forms and other information
- All forms need to be adapted to reflect the nuances of your practice
- We have provided prompts in red text throughout this packet where you will add your provider information and processes

Using the LIP Resource Packet

- Guidance notes throughout the packet to help you
 - Delete guidance notes during the editing process
 - Square brackets in the body of the document indicate areas that require editorial attention
 - By the end of the editing process there should be no square brackets in the body of the document

Consumer Rights

Practice Letterhead

Consumer Name: _____	Date of Birth: _____
Medicaid Number: _____	Medical Record #: _____

Consumer Rights

When you receive services through [Practice name], you have certain rights. This handout will tell you about those rights and what to do if you have problems or questions.

Your rights are guaranteed by law.

Unless you have been declared incompetent by a court, you have the same basic civil rights and remedies as other citizens, including the right to buy or sell property, sign a contract, register and vote, sue others who have wronged you, and marry or get a divorce. You also have other rights guaranteed by North Carolina General Statutes 122C, Article 3, including the right to dignity, privacy, humane care, and freedom from physical punishment, abuse, neglect, and exploitation. It is the responsibility of the person/program that you are receiving services from to provide you or your legally responsible person a written summary of your rights within your first three visits to the agency (or your first 72 hours if you are in a 24-hour facility).

You have the right to a treatment plan.

A written treatment plan, based on your individual needs, must be implemented within 15 calendar days of admission. You have the right to treatment in the most normal, age-appropriate and least restrictive environment possible. You have the right to take part in the development and periodic review of this plan. You are entitled to review your treatment plan and to understand how to obtain a copy of it from your therapist or the Medical Records Department. [Practice needs to describe their process.]

You have the right to be informed about medications.

You have the right to have medication administered in accordance with accepted medical standards and upon the order of a physician. When medication is needed, you have the right to receive it in the lowest possible therapeutic dose. You cannot be treated with experimental drugs or procedures without your written permission and without being informed of the risks, benefits and alternatives. You may refuse to take medication; however, you will be informed of the risks of doing this. Medication cannot be used for punishment, discipline or staff convenience. [Practice needs to describe their process.]

You have the right to refuse treatment.

Before you agree to your plan, you will be informed of the benefits or risk involved in the services you will receive. You have the right to consent to treatment and may withdraw your consent at any time. You have the right to refuse treatment as described in the statute without threat or termination of services except as outlined in the statute. If you have asked to receive services, you always have a right to agree to or refuse any specific treatment. The only time you can be treated without your consent is in an emergency situation, or when it has been court-ordered, or if you are a minor and your parents have given permission. A minor may seek and receive periodic services from a physician without parental consent for the prevention, diagnosis and treatment of (1) venereal disease and other diseases reportable under G.S. 130A-135, (2) pregnancy, (3) abuse of controlled substances or alcohol, and (4) emotional disturbance. [Practice needs to describe their process.]

In Closing

- Packet can be found on the Alliance website under the “For Providers” tab
www.alliancebhc.org/guidance-resources-licensed-independent-practitioners-lips
- Seek professional legal advice if you have doubts about editing or using the LIP Packet

In Closing

- Included in the packet:
 - Consumer rights
 - Process for obtaining copy of the Treatment Plan
 - Consent for assessment, treatment and/or other services
 - Consent to request personal and medical information
 - Consumer acknowledgement 24 hour behavioral health crisis coverage
 - Acknowledgement of receipt
 - Sample Service Plan