



## CMHA-CEI Policies and Procedure Manual

<b>Title:</b>	1.6.1, External Provider Network Management - Contract Negotiation and Execution		
<b>Subject:</b>	PROVIDER NETWORK		
<b>Section:</b>	Administrative		
<b>Policy:</b> X <b>Procedure:</b> <input type="checkbox"/>	<b>Issued by:</b> Chief Finance Officer	<b>Effective Date:</b> 11/01/01	<b>Applies to:</b> X All CMHA-CEI staff <input type="checkbox"/> Contract Providers
<b>Page:</b> 1 of 2	<b>Approved by:</b> Board of Directors	<b>Review Date:</b> 5/17/17	<input type="checkbox"/> Other:

**I. Purpose:**

To establish methods and procedures for the negotiation and execution of contracts with members of the External Provider Network.

**II. Policy:**

It is the policy of CMH to establish standard methods and procedures when negotiating and executing Provider Care Contracts.

**III. Responsibilities:**

The Contract Administrator shall follow Administrative Procedure 1.6.1 and Finance Procedure 4.3.1 when negotiating and executing Provider Network Contracts.

**IV. Definitions:**

**Provider Care Contracts:** Written agreements for consumer services with vendors external to CMHA-CEI.

**V. Monitoring and Review:**

This policy is reviewed annually by the Chief Finance Officer. It is monitored by accrediting bodies and regulatory agencies as applicable.

**VI. References:**

N/A

**VII. Related Policies and Procedures:**

CMHA-CEI Procedure 4.3.1	Finance
CMHA-CEI Procedure 1.6.1	Administrative
Employee Handbook	

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**VIII.    Review Log:**

<b>Review Date</b>	<b>Reviewed By</b>	<b>Changes (if any)</b>
05/02/05	-	-
11/29/07	-	-
04/27/10	-	-
03/19/13	-	-
05/21/14	-	-
05/17/17	Chief Finance Officer	Updated to new format