

<p align="center">COMMUNITY MENTAL HEALTH AUTHORITY CLINTON-EATON-INGHAM</p> <p>SUBJECT: External Provider Network Management - Contract Negotiation and Execution</p> <p>SCOPE: All CMH Contracts</p>	POLICY: <u>1.6.1</u>	REVIEWED	
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	ISSUED BY: Chief Finance Officer	11/29/07	
		4/27/10	
		3/19/13	
		05/21/2014	
APPROVED BY: Board of Directors			
Effective 11/01/01		Revised 4/27/10	

- 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. **DEFINITIONS:**
Provider Care Contracts: Written agreements for consumer services with vendors external to CMHA-CEI.
- IV. **RESPONSIBILITIES:**
The Contract Administrator shall follow Administrative Procedure 1.6.1 and Finance Procedure 4.3.1 when negotiating and executing Provider Network Contracts.
- V. **MONITORING AND REVIEW:**
This policy shall be reviewed annually by the Chief Finance Officer. Compliance with this policy will be monitored through any of the following:
 - a) Internal quality improvement reviews and committees.
 - b) External monitoring and/or accreditation bodies.
 - c) Grievance and appeals data, Recipient Rights complaint data and/or staff performance reviews.
- VI. **RELATED POLICIES AND PROCEDURES:**
CMH Finance Procedure 4.3.1
CMH Administrative Procedure 1.6.1
Employee Handbook