

**SOUTHEASTERN REGIONAL MH/DD/SAS
PROVIDER NETWORK**

June 2, 2004

Minutes

**Present: 38 Providers
12 Area Staff Members**

Gary Allen called the meeting to order at 1:30 pm. The providers were asked to introduce themselves.

Gary went over the Provider Billing Requirements procedure that will go into effect July 1, 2004. April Parker was present to answer billing questions. Gary mentioned that the most significant information from the procedure is that IPRS billing for July 1st through August 30th must be in by 5:00 pm tomorrow, June 3rd. An additional change is that on the Provider Certification of Units form, the designated fax staff has been changed from Gary Allen to April Parker. Gary also said that the issue of receiving confirmation of COU is addressed on page two of the Provider Billing Requirements Procedure. Gary informed the providers that all billing must be done electronically.

Gary told this group that all active contracts would be renewed at the June 22nd board meeting. These contracts would be effective July 1st.

Debbie Clifton addressed the Housing Needs Assessment Survey with the providers.

Gary informed provider that the meeting group name has been changed from Qualified Provider Network to Provider Network so that the group would not be limited to just qualified providers.

Manuel Jacobs asked that if anyone was interested in joining a Training Subcommittee to please see him after the meeting. This committee will be addressing certain training issues, i.e. CPR, First Aid, NCI, etc. and establish a schedule to provide training to Providers.

Manuel also mentioned to providers to please send in the correct critical incident reporting form. If it is not a critical incident it does not have to come to Provider Relations.

Deborah Wilson gave an update on the PSR Program and the process of how clients are referred. It is very important to know what PSR is and what it does.

Shelvin Rice of Guiding Light Inc. told providers that his company would be sponsoring a free sports camp this summer. The first camp will be held June 14th through the 18th at St. Pauls Middle School. The second camp will be July 12th through the 16th at St. Pauls Middle School. The camps will start at 9:00 am and end at 3:00 pm. There will also be another camp at UNC Pembroke. Information is not available at this time. Football, basketball, softball and a tutoring session will be offered at these camps. Lunch and any travel needed will be provided. If anyone has any question Mr. Rice may be reach at 910-474-2212. The camp is available for children of all ages from the Area program.

Wanda Green presented an overview on HIPAA and Confidentiality. The information presented to the providers included a glossary of HIPAA terms, Do's and Don'ts for HIPAA, and a video "Keeping It to Yourself! Protecting Patient Confidentiality." The providers were informed that the Business Associate's Agreement has the HIPAA piece written in.

Announcements: Wilmington Treatment Center is offering a continuing education course in Ethics on June 25th

Thanks to New Life Services for providing refreshments.

The meeting was adjourned at 3:00 pm; the next meeting is schedule for August 4, 2004 at 1:30 pm.

Submitted by,

Sheila Beatty
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Provider Relations