

Delegation Roster Updates and Review

Agenda

- Introduction
- Primary goals
- Updated Template
- Timeline

Introduction

- Denver Health Medical Plan (DHMP) has updated the format of the roster for delegated providers. These changes are mandated changes from the Division of Insurance(DOI) and CMS. We will also cover all expectations, and requirements of roster submission.

Primary goals

1. Review of new roster template.
2. Requirements and expectations of roster submission.
3. Education of all office staff of the delegates participation with DHMP network.

Updated Template - Hours of Operations

Please add the hours of operations for the clinic, as the picture shows this can be done in different approved formats. This data will be populated in columns AY through BL on the roster template.

The screenshot shows an Excel spreadsheet titled "Office Hour Format - Read-Only - Excel". The interface includes the standard Excel ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help) and a search bar. The spreadsheet content is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1																	
2																	
3							Accepted Input Values										
4	Sun Open	Sun Close	Mon Open	Mon Close	Tue Open	Tue Close	Wed Open	Wed Close	Thu Open	Thu Close	Fri Open	Fri Close	Sat Open	Sat Close			
5	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM	HH:MM AM			
6	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM	HH:MM PM			
7	24HR				24HR				24HR				24HR				
8	CLOSED		CLOSED		CLOSED		CLOSED		CLOSED		CLOSED		CLOSED				
9																	
10							Example Record Columns										
11	Sun Open	Sun Close	Mon Open	Mon Close	Tue Open	Tue Close	Wed Open	Wed Close	Thu Open	Thu Close	Fri Open	Fri Close	Sat Open	Sat Close			
12	24HR		24HR		24HR		24HR		24HR		24HR		24HR				
13																	
14																	
15	Sun Open	Sun Close	Mon Open	Mon Close	Tue Open	Tue Close	Wed Open	Wed Close	Thu Open	Thu Close	Fri Open	Fri Close	Sat Open	Sat Close			
16	11:00 AM	03:00 PM	09:00 AM	05:00 PM	09:00 AM	05:00 PM	09:00 AM	05:00 PM	09:00 AM	05:00 PM	09:00 AM	04:30 PM	09:00 AM	03:00 PM			
17																	
18																	
19	Sun Open	Sun Close	Mon Open	Mon Close	Tue Open	Tue Close	Wed Open	Wed Close	Thu Open	Thu Close	Fri Open	Fri Close	Sat Open	Sat Close			
20	CLOSED		CLOSED		09:00 AM	05:00 PM	09:00 AM	05:00 PM	09:00 AM	05:00 PM	09:00 AM	05:00 PM	CLOSED				
21																	
22																	
23																	

Updated Template con't.

Disability Accessibility

- Please add Disability Accessibility as a yes or no per site: this information will be populated in column BL.

	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
1	Tuesday Open	Tuesday Close	Wednesday Open	Wednesday Close	Thursday Open	Thursday Close	Friday Open	Friday Close	Saturday Open	Saturday Close	Handicap Accessibility Y\N
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Requirements and Expectations

- All data points need to be completed for all practitioners listed on the roster.
- Please make sure that all demographic changes are updated within the NPPES system and noted on the roster when any changes occur to practitioners listed on the roster.
- Education of office staff that the location and practitioners are all participating providers within the Denver Health Medical Plan network.
- Rosters are to be submitted to Denver Health Medical Plan by the 10th of every month.

Timeline

Please note that all existing and new data needs to be populated and submitted to Denver Health Medical Plan by January 10, 2024, as per the delegation agreement.

Thank you

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