

## Western Health Advantage

Group Document Submission Schedule - 2015

**(Required Documents from Delegated Groups/IPAs)**

DOCUMENT DESCRIPTION	WHA Contact	Frequency	1st Qtr			2nd Qtr			3rd Qtr			4th Qtr		
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>NEED WHA-SPECIFIC DATA AS FEASIBLE</b>														
<b>Utilization &amp; Case Management</b>		<b>Due</b>												
Written UM Program Description (current year)	Sherri McMahan	Annual		X										
UM Work Plan (ICE Template)	Sherri McMahan	Annual		X										
UM Program Evaluation (previous year data)	Sherri McMahan	Annual		X										
UM Activity Report (ICE Semi-Annual Template)	Sherri McMahan	Semi-Annual		X						X				
UM/CM Process P&Ps (main UM functions/CoC)	Sherri McMahan	Annual during audit	Per	Group										
Auhorization/Referral & Denial Logs	Sherri McMahan	Monthly**	X	X	X	X	X	X	X	X	X	X	X	X
Inter-Rater Reliability Testing Results	Sherri McMahan	Annual during audit	Per	Group										
Admits (facesheets); acute hospitals responsible	Elizabeth Gutierrez	Daily	X	X	X	X	X	X	X	X	X	X	X	X
CCM Member Data File for Plan Satis Surveys	Sherri McMahan	Semi-Annual		X						X				
CM-CCM WHA-Specific Data (WHA template)	Sherri McMahan	Semi-Annual		X						X				
CCM Tracking Logs (WHA-specific only)	Sherri McMahan	Quarterly	X			X				X			X	
<b>Quality Management</b>														
Written QI Program Description	Blaire Richardson	Annual		X										
QI Work Plan	Blaire Richardson	Annual		X										
QI Program Evaluation (previous year)	Blaire Richardson	Annual		X										
QI Activity Report - ICE Semi-Annual Template (w/Complaints/Grievances and Medical Record Oversight)	Blaire Richardson	Semi-Annual		X						X				
Magellan Appeals & Grievances Report	Blaire Richardson	Quarterly		X			X			X			X	
<b>Credentialing</b>														
Credentialing Activity Report	Carlie Hatt	Quarterly*		X			X			X			X	
Credentialing/Recredentialing Process Schedule	Carlie Hatt	Quarterly*		X			X			X			X	
Health Delivery Org Updates (SNF, HH, Rehabs)	Carlie Hatt	Annual		X										
Sanctions-Termination Notifications	Carlie Hatt	Ongoing	X	X	X	X	X	X	X	X	X	X	X	X
Med Record Audit Schedule - Document. Stds	Carlie Hatt	Annual	Per	Group										
Credentialing/Recredentialing Policies	Carlie Hatt	Annual	Per	Group										
Main Contacts:			* Due no later than 45 days after the quarter ends ** Due by the 15th of the following month											
<b>Sherri McMahan, RN</b>		<b>Blaire Richardson, RN</b>												
Clinical Resources Manager		Corporate Quality Leader												
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	(Continued)																			
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		<b>Carlie Hatt, RN</b>																		
		QI Coordinator																		
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