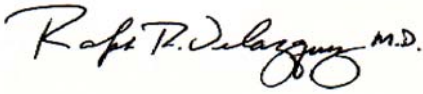




Binder:	<u>Provider HMO/POS/QCP Policy and Procedure Manual</u>		
Policy Title:	<u>Closed Practice Policy</u>		
Original Author:	<u>Original Date: December 1, 1994</u>		
Replaces:	<u>None</u>	Policy Number:	<u>PR917A102</u>
Approval:			
Title:	<u>Vice President & Chief Medical Officer</u>		

POLICY

A Primary Care Physician (PCP) participating in OSF HealthPlans has a minimum enrollment acceptance requirement of 50 individuals unless otherwise approved by the Medical Director.

PURPOSE

To ensure Network stability and to assist the PCP if practice closure is required.

PROCEDURE

1. The PCP or OSF HealthPlans may initiate practice closure.
2. Practice closure reasons may include, but are not limited to:
 - A. Enrollment capacity;
 - B. Physician illness;
 - C. Quality assurance concerns;
 - D. Utilization management concerns;
 - E. Inability to meet access standards (see Service Expectations policy # 917A115)
3. A PCP should request immediate closure when his/her practice load is at maximum capacity and acceptance of further patients may impact the delivery of care to existing patients.
4. The PCP must make a formal written request not less than 30 days in advance of closing enrollment to new covered persons. If notification is less than 30 days, closure is subject to Medical Director approval.
5. The Medical Director may review the following if less than a 30 day notice of closure is given prior to approval:
 - A. The reason for the practice closure;
 - B. The total number of patients in a physician's practice;

- C. The total number of OSF HealthPlans members;
 - D. The actual waiting time for scheduling appointments;
 - E. The actual time for scheduling follow-up care;
 - F. Whether the circumstances causing the practice closure are likely or unlikely to change;
 - G. If the PCP's practice closed to other contracting entities.
6. OSF HealthPlans Provider Relations Department will confirm the PCP's practice status.
 7. If the practice has not re-opened within a six-month period of time, the practice status will be discussed with the PCP.
 8. If the member enrollment has dropped below 50 during practice closure and the PCP maintains the practice must remain closed, OSF HealthPlans will have the option to terminate the physician contract.