OSF HEALTHPLANS
AN AFFILIATE OF OSF HEALTHCARE

Binder:	**Provider HMO/POS/QCP Policy and Procedure Manual**		
Policy Title:	**Internet Notification**		
Original Author:	**Teresa Brown**	**Original Date:**	**May 1, 2002**
Replaces:		**Policy Number:**	**PR917A106**
Approval:			
Title:	**Vice President & Chief Medical Officer**		

POLICY

It is the policy of OSF HealthPlans to communicate new and/or revised polices for use in provider offices or facilities.

PURPOSE

To ensure providers receive adequate advance notice of new and/or revised policies prior to their effective date.

PROCEDURE

1. Thirty days prior to the effective date of new and/or revised policies, all providers will receive written notification (e-mail, facsimile, letter).

2. The written notification will provide instructions where to find the full text of the policy and procedure on the OSF HealthPlans website, located at www.osfhealthplans.com.

3. In the event, the practitioner or facility does not have access to the internet; the policy may be received by contacting Provider Services via telephone at 1-800-673-8868 or via e-mail at providerservices@osfhealthcare.org.

4. Policies will be posted on the internet or available via e-mail/U.S. postal service/facsimile at least 30 days prior to their effective date.