



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 80.02, **School of Medicine Managed Care Contracting Committee**

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to set the responsibility of the Managed Care Committee (MCC) pertaining to Amarillo, Lubbock, and Odessa, managed care contracts.

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the SOM Assistant Dean of Finance and Planning and SOM Dean.

POLICY/PROCEDURE:

1. General:

This policy provides the responsibility, structure, and approval process for managed care contracts.

2. Responsibilities of MCC:

Committee Members will adhere to the responsibilities and duties listed below to ensure all managed care contracts combine delivery and administration of quality healthcare at a reimbursement rate financially beneficial to the SOM.

- The MCC will review and approve the business terms of all new contracts and terminations. The committee will also approve all amendments to existing contract.
- The MCC will consult with TTUHSC Legal Counsel to identify and manage contract risk.
- After the contract review is completed, the MCC will decide if it is in TTUHSC's best interest to move forward with the proposal.
- After all terms have been agreed upon and approval received, the contract will be added to the TTUHSC Contracting System for execution.

3. Structure of MCC:

There will be one voting member and proxy designated for each campus. The following is the process for designation of committee members.

- The voting member for each campus will be designated in writing by the applicable SOM Dean.
- The Dean of the Lubbock campus will appoint a chair of the committee who can also serve as a voting member.
- The Senior Director of Managed Care will lead contract negotiations and the development of the meeting agenda.
- Each campus voting member must have a designated proxy to vote in their absence. The voting member will designate their proxy in writing to the committee chair.
- The Chair of the MCC will designate a member to take the official meeting minutes.

- The MCC will meet at least monthly.
- The MCC voting members will establish the committee priorities and goals with input from other members of the committee. This will include identifying contracts that need to be reviewed and or renegotiated.
- Additional committee members will be selected by the voting members. The voting members will ensure that the committee members appointed are well versed in value-based and fee for services reimbursement.

4. Approval Process

The following lists the process for approving managed care contracts.

- The designated campus voting members will approve action items with a majority vote. The voting member is responsible for obtaining any needed approval from their respective campuses before making their official vote. Dependent on each campuses approval process this could include obtaining Dean or Chair approval during the Regional Policy Committee meeting or MPIP Policy meeting.
- A campus can choose not to participate in a new contract proposal by having their voting member indicate their desire not to participate. If a campus decides not to participate in an agreement, they cannot vote on decisions related to that agreement.
- If there is a tie in a vote, all efforts to come to a consensus on the appropriate action will be made. If a consensus can't be reached, the issue will be presented to the Executive Vice President for Clinical Affairs.
- Each campus voting member can approve minor changes in nomenclature, titles, routine terminations, and so forth without additional campus approval.

5. Delegated Credentialing Agreements:

Below are the steps to review delegated credentialing agreements.

- The MCC will review any changes to a delegated agreement or a new delegated agreement for alignment with each campus specific credentialing processes.
- Each campus will be responsible for identifying the team member who will review the agreement to ensure compliance with the credentialing terms.
- The agreement will then be forwarded to TTUHSC Legal and the Compliance office for review.
- The final agreement will be submitted to the TTUHSC contracting department for upload into the contracting system.