

Great Rivers Behavioral Health Administrative Services Organization

Policy Title: Provider Information Systems	Policy No. 3001.00
Category: Information System	Date Adopted: 01/10/2020 Date Revised: Date Reviewed:
Reference: HCA Contracts, HIPAA, CFR	

Policy:

Great Rivers Behavioral Health Administrative Services Organization (Great Rivers) contracted Providers shall:

Use the software and/or data reporting process authorized by the Great Rivers for entry and reporting of data required by this policy.

Obtain any required identification numbers for reporting data, including but not limited to: National Provider Identification (NPI), Provider One Submitter Identification and Taxonomy codes. These numbers are used in the Great Rivers and DSHS information systems to uniquely identify an agency's data.

Follow all Great Rivers mandated security procedures to access the Great Rivers systems.

Promptly correct any errors identified either by the integrated data validation filters provided by the system or by Great Rivers staff.

Enter into the myAvatar system all required data elements specified in Great Rivers Management Information System Procedures, ProviderOne Specifications, and the Behavioral Health Data System Data Guide within the Great Rivers timelines.

Designate a Provider Information Services Representative. This person shall:

1. Participate in conference calls, trainings, and meetings scheduled by Great Rivers IT/IS Manager.
2. Implement all security, data integrity and data validation procedures specified by the Great Rivers for use of the systems and the protection of Great Rivers client data.

Assure that a unique identifier code is used for each client and that there are no duplicates of client identification numbers within an agency.

Great Rivers Staff will have access to the Great Rivers Administered systems including for the purpose of:

1. Updating software
2. Transferring data
3. Assist providers with training
4. Error resolution and problem solving
5. Electronic client utilization reviews

POLICY SIGNATURE

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Edna J. Fund
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Edna J. Fund, Chair
Great Rivers Governing Board

4/14/2020

Date