

MCO joint network notification

Background: Effective January 1, 2018, there was a new change of ownership (CHOW) process.

What this means to me:

- All participating provider organizations considering a CHOW must notify the MCO(s) at least 60 days prior to the anticipated effective date of change utilizing the universal *Provider Change of Ownership Notification Form*.
- This notice applies to **all** participating providers in Tennessee regardless of MCO affiliation.

What is a CHOW?

A CHOW typically occurs when there is a change in the entity ownership. This can include a change in individuals, corporations or general partnerships (e.g., a new partnership agreement would constitute a CHOW).

Who should submit the *Provider Change of Ownership Notification Form*?

The current legal entity (seller) should submit all changes on the universal *Provider Change of Ownership Notification Form*, and the new legal entity (buyer) should complete the applicable credentialing application form(s).

If more than one facility is involved in the CHOW, are multiple forms required?

If the current legal entity (seller) is selling a group of facilities, each employer identification number (tax ID) must be completed separately on its own individual form. In these instances, please send all forms as a single submission to the MCO(s).

How do I complete a CHOW notification?

Participating providers must complete the *Provider Change of Ownership Notification Form* and submit it with all required documents to the appropriate MCO(s) to initiate the CHOW process. A copy of the universal *Provider Change of Ownership Notification Form* is attached to this MCO joint network notification and can also be found on each MCO's provider website.

Where do I send my completed CHOW notification?

Please submit a completed request and supporting documents for CHOW as follows:

- BlueCare: Provider_CHOW@bcbst.com
- Amerigroup Community Care: tnltsprovidercontracting@anthem.com
- UnitedHealthcare: tn_ltc_networkmail@uhc.com

What happens after I submit my CHOW materials?

MCO contracting representatives will review the materials submitted. If the materials are incomplete or if there are questions, MCO representatives will contact you.

What if I need assistance?

For additional information, please reference the information below to contact the appropriate MCO.

| Health plan | Provider Services contact number |
|--|---|
| Amerigroup Community Care https://providers.amerigroup.com/TN | 1-800-454-3730 |
| BlueCare https://bluecare.bcbst.com/providers/ | 1-800-468-9736 |
| UnitedHealthcare Community Plan http://www.uhcommunityplan.com/health-professionals.html | 1-800-690-1606 |

Provider Change of Ownership Notification Form

All participating provider organizations considering a change of ownership must notify the MCOs at least 60 days prior to the anticipated effective date of change. The participating provider organizations notice to MCOs regarding a change of ownership must contain the information listed below:

| Please select the applicable MCO | |
|---|--|
| <input type="checkbox"/> BlueCare | <input type="checkbox"/> Amerigroup Community Care |
| <input type="checkbox"/> UnitedHealthcare | |
| Former legal business name (W-9) | |
| Old legal entity name | |
| Primary address | |
| NPI/TIN/taxonomy | |
| New legal business name (W-9) | |
| New legal entity name | |
| NPI/TIN/taxonomy | |
| Anticipated date of ownership change | |
| Contact person | |
| Telephone number | |

Additional required documents to initiate a CHOW include:

- The sales acquisition agreement and closing documents.
- Documentation from the appropriate state licensing entity stating that the new owner is allowed to operate under the existing license until such time as a new license is issued.
- A detailed listing of the significant steps necessary to complete the transaction, including the time frames for submitting required information to MCOs to complete a new contract. (This includes the universal application, licenses, insurance certificates, Medicaid ID, *Disclosure of Ownership [DOO]* registration, etc.)
- The proposed organization chart for the surviving entity, including the names and titles of key management staff.
- Assurances that any outstanding compliance issues will be fully resolved.

MCOs must receive completed notice and all requested documentation to begin processing the CHOW.

Getting paid for the provision of services related to a CHOW:

- To become a Medicaid provider, you must complete enrollment registration online to obtain a Medicaid ID number and complete the required *DOO* via the TennCare Electronic Registration Portal. To do this:
 - Access the web portal from www.tn.gov/tenncare.
 - Select **Providers** and then **Provider Registration**.
 - If you have additional questions or need assistance, please call toll free: 1-800-852-2683 Monday-Friday 8 a.m.-4:30 p.m. CT or email questions to Provider.Registration@tn.gov.

- Once completed, you will receive an email from TennCare noting the completed registration and new Medicaid ID. Upon receipt, please notify the MCOs to release claims for out-of-network payment and to begin the contracting process.

How to notify the MCOs of the proposed CHOW:

Please submit completed request and supporting documents for CHOW as follows:

- BlueCare: Provider_CHOW@bcbst.com
- Amerigroup Community Care: tnltssprovidercontracting@anthem.com
- UnitedHealthcare: tn_ltc_networkmail@uhc.com