

***POLICY AND PROCEDURE
RELATING TO
HEALTH UTILIZATION MANAGEMENT
STANDARDS***

***Prepared by
The Kansas Insurance Department
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Policy and Procedure Relating to Health Utilization Management Standards March 22, 2016

This Policy and Procedure is an adaptation of URAC Health Utilization Management Accreditation, Version 7.2, which provides Core Standards, Version 3.0, and Health Utilization Management Standards for Utilization Review Organizations. Deletions in the standards are shown with strike type and additions are underscored.

**POLICY AND PROCEDURE RELATING TO
HEALTH UTILIZATION MANAGEMENT STANDARDS
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This Policy and Procedure is an adaptation of URAC Health Utilization Management Accreditation, Version 7.2, which provides Core Standards, Version 3.0, and Health Utilization Management Standards for Utilization Review Organizations. Deletions in these standards have been stricken through and additions are underlined.

Important: To achieve Health Utilization Management Accreditation, an organization must comply with both the Core Standards and Health Utilization Management Standards. Both sets of standards are included in this document. Certification by URAC is prima facie evidence of that these standards are currently being met.

Except as provided in K.S.A. 40-22a06(b) and amendments thereto, each organization offering utilization review services that is required to apply for a certificate pursuant to K.S.A. 40-22a01 et seq., and amendments thereto, shall comply with these regulations. The utilization review services subject to these regulations shall include the following:

- (a) Prospective, concurrent, and retrospective utilization review for inpatient and outpatient care conducted by a health care provider; and
- (b) utilization review activity conducted by a health care provider in connection with health benefit plans.

Notwithstanding adherence to the standards prescribed by these regulations, the decision as to what treatment to prescribe for an individual patient shall remain that of the health care provider, and either the patient or the patient's representative. The final decision as to whether the prescribed treatment constitutes a covered benefit shall be the responsibility of the claims administrator or health benefit plan.

If specified in the health benefit plan which imposes the utilization review requirements:

- (a) The insured individual seeking the health care services shall be responsible for notifying the utilization review organization in a timely manner and initiating the request for certification of health care services; and
- (b) any health care provider or responsible patient representative, including a family member, may assist in fulfilling the responsibility of initiating the request for certification.

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Reviewing these definitions and becoming familiar with them is critically important to an accurate understanding of URAC's ~~the health utilization management accreditation standards.~~ Readers are encouraged to refer to the glossary section each time they encounter an unfamiliar *italicized* term, which will help to clarify the intent of the standards.

Note: Defined terms appear in *italics* throughout the standards.

Abandonment Rate: The percentage of calls offered into a communications network or telephone system — i.e., automatic call distribution (ACD) system of a call center — that are terminated by the persons originating the call before answer by a staff person.

➤ ~~**Interpretive note:** Abandonment rate is measured as the percentage of calls that disconnect after 30 seconds when an individual (live person) would have answered the call. For example, if there is a pre-recorded message or greeting for the caller, the 30-second measurement begins after the message/greeting has ended. (On ACD reports, monitor calls that "drop" after 30 seconds.)~~

Access: The consumer's or client's ability to obtain services in a timely manner.

➤ ~~**Interpretive Note:** The measures of access for consumers are determined by components such as the availability of services, their acceptability to the consumer, consumer wait time, and the hours of operation.~~

The measures of access for clients are determined by components such as turn-around time and other metrics as they may be defined in written business agreements, etc.

Accessible/Accessibility: Easy to obtain for the consumer; in the context of written materials, capable of being read with comprehension (e.g. educational materials are developed so that the target population will have the ability to understand the materials provided by the organization, such as through the process of generating and distributing multi-lingual or reading-level appropriate editions.

➤ ~~**Interpretive Note:** See definition of "access". The measures of access for consumers are determined by components such as the availability of services, their acceptability to the consumer, consumer wait time, and the hours of operation.~~

Adverse benefit determination: A denial, reduction, or termination of, or a failure to provide or make a payment (in whole or in part) for a benefit, including any such denial, reduction, termination, or failure to provide or make a payment that is based on:

- A determination of an individual's eligibility to participate in a health benefit plan or insurance coverage;
- A determination that a benefit is not a covered benefit;
- The imposition of a preexisting condition exclusion, source-of-injury exclusion, network exclusion, or other limitation on otherwise covered benefits; or
- A determination that a benefit is experimental, investigational, or not medically necessary or appropriate.

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Adverse benefit determination includes a rescission of coverage, whether or not there is an adverse effect on any particular benefit at that time. ~~The regulations restricting rescissions generally define a~~ A rescission is a cancellation or discontinuance of coverage that has retroactive effect, except to the extent it is attributable to a failure to timely pay required premiums or contributions towards the cost of coverage.

~~Source: Interim Final Rules for Group Health Plans and Health Insurance Issuers Relating to Internal Claims and Appeals and External Review Processes under the Patient Protection and Affordable Care Act; Interim Final Rule [HHS 45 CFR Part 147]~~

Adverse Event: An occurrence that is inconsistent with or contrary to the expected outcomes of the Organization's functions.

Advisory Board of Osteopathic Specialists (ABOS): American Osteopathic Association (AOA) certification agent organized in 1939 for the purpose of establishing and maintaining standards of osteopathic specialization and pattern of training.

Annually (or "yearly"): Occurs every 12 months to the month (not the day of the month). In other words, it is a month/year to month/year requirement.

Appeal: A written or verbal request by a prescriber, ordering provider, or consumer to contest an organizational determination, ~~such as, services have been denied, reduced, etc.~~

➔ ~~**Interpretive Note:** Specific terms used to describe appeals vary, and are often determined by law or regulation. URAC's drug management standards apply to first-level appeal.~~

Appeals Consideration: Clinical review conducted by appropriate clinical peers, who were not involved in peer clinical review, when a decision not to certify a requested admission, procedure, or service has been appealed. Sometimes referred to as "third level review."

~~**Appropriate utilization**~~**Utilization:** appropriate ~~Appropriate~~ care at the appropriate setting.

Assessment: A process for evaluating individual consumers that have been identified as eligible for a medical management program, such as disease management or case management, to identify specific needs relating to their clinical condition and associated co-morbidities.

Attending Physician: The doctor of medicine or doctor of osteopathic medicine with primary responsibility for the care provided to a patient in a hospital or other health care facility.

Attending Provider: The physician or other health care practitioner with primary responsibility for the care provided to a consumer.

Automated review: A computerized process whereby a validated algorithm is used for drug management.

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Average Speed of Answer: The average delay in seconds that inbound telephone calls encounter waiting in the telephone queue of a call center before answer by a staff person.

➤ ~~**Interpretive note:** The speed of answer is measured starting at the point when an individual (live person) would have answered the call. For example, if there is a pre-recorded message or greeting for the caller, the time it takes to respond to the call (i.e., average speed of answer) begins after the message/greeting has ended.~~

Behavioral Health/Behavioral Health Care: An umbrella term that includes mental health and substance abuse. Services are provided by those who are licensed by the state and whose professional activities address a client's behavioral issues. Licensed mental health practitioners include psychologists, psychiatrists, social workers, psychiatric nurse practitioners, marriage and family counselors, professional clinical counselors, licensed drug/alcohol abuse counselors and mental health professionals. (~~Behavioral Healthcare: The Practical Resource for the Field's Leaders www.behavioral.net/ME2/Default.asp~~).

Benefit Calculation: An adjustment or calculation by the Organization of the financial reimbursement for a claim under the terms of the applicable benefit plan, provisions, criteria, provider contracts, or state rules.

Benefits Program: An arrangement to pay for health care services provided to a consumer. "Benefits program" includes, but is not limited to, health and medical benefits provided through the following organization types:

- Health maintenance organizations (HMOs);
- Preferred provider organizations (PPOs);
- Indemnity health insurance programs;
- Self-insured plans;
- Public programs, such as Medicare and Medicaid; and
- Workers' compensation insurance programs.

Blockage Rate: The percentage of incoming telephone calls "blocked" or not completed because switching or transmission capacity is not available as compared to the total number of calls encountered. Blocked calls usually occur during peak call volume periods and result in callers receiving a busy signal.

Board-certified: A certification – approved by the American Board of Medical Specialties, the American Osteopathic Association, or another organization as accepted by URAC health utilization management standards – that a physician has expertise in a particular specialty or field. ~~To the extent that future URAC standards include other certifications, URAC Health utilization management standards will specify further approved boards.~~

➤ ~~**Interpretive Note:** URAC recognizes that ABMS and AOA approved board certifications may not be the only certification programs that may be acceptable for health professionals in URAC certified organizations. For example, non-physician professionals will have appropriate certifications that are not ABMS or AOA approved. Any applicant wishing to have URAC recognize another board certification program should notify URAC early in the certification process. URAC will then take this recommendation to URAC's Accreditation Committee.~~

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The Accreditation Committee will review all requests, and will decide to approve or reject the certification. The Accreditation Committee will consider the following criteria in judging whether a certification is acceptable:

- Is the certification accepted within its target community of health professionals?
- Was the certification developed through an open, collaborative process?
- Does the certification reflect accepted standards of practice?
- Is the certification administered through an objective process open to all qualified individuals?

Caller: The consumer inquiring to obtain health care information. This may also be a representative inquiring on behalf of the consumer.

Care Coordination: Care Coordination is the deliberate organization of patient care activities among two or more participants (including the patient and/or the family) to facilitate the appropriate delivery of health care services. Organizing care involves marshaling personnel and other resources to carry out all required patient care activities, which is often managed by the exchange of information among participants responsible for different aspects of the care.

Caregiver: A caregiver includes family member(s), personal caregiver, significant other, or friend who cares for the consumer.

Source: <http://www.ntoc.org>

Care Transitions/Transitions of Care: refers to the The movement patients make between health care practitioners and settings as their condition and care needs change during the course of a chronic or acute illness. ~~For example, in the course of an acute exacerbation of an illness, a patient might receive care from a PCP or specialist in an outpatient setting, then transition to a hospital physician and nursing team during an inpatient admission before moving on to yet another care team at a skilled nursing facility. Finally, the patient might return home, where he or she would receive care from a visiting nurse. Each of these shifts from care providers and settings is defined as a care transition."~~

Source: <http://www.ntoc.org>

Case: A specific request for medical or clinical services referred to an organization for a determination regarding the medical necessity and medical appropriateness of a health care service or whether a medical service is experimental/investigational or not. It is a non-approval regarding medical necessity and medical appropriateness decisions for services covered under a health benefit plan's terms and conditions or for coverage decisions regarding experimental or investigational therapies that is at issue during the independent review process.

Case Involving Urgent Care: Any request for a utilization management determination with respect to which the application of the time periods for making non-urgent care determinations a) could seriously jeopardize the life or health of the consumer or the ability of the consumer to regain maximum function, or b) in the opinion of a physician with knowledge of the consumer's medical condition, would subject the consumer to severe pain that cannot be adequately managed without the care or treatment that is the subject of the case.

- ~~**Note:** This definition is derived from the Department of Labor's definition of "claim involving urgent care."~~
- ~~**Interpretive Note:** While the URAC standards are silent on the methods by which a claim is determined to be a "case involving urgent care," the Department of Labor claims regulation (29 C.F.R. § 2560.503-1(m)(1)) specifies that whether a claim is a "claim involving urgent care" is to be determined by an individual acting on behalf of the health benefits plan applying the judgment of a prudent layperson who possesses an average~~

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~~knowledge of health and medicine. Any claim that a physician with knowledge of the claimant's medical condition determines is a "claim involving urgent care" shall be treated as a "claim involving urgent care."~~

Case Management: A collaborative process which assesses, plans, implements, coordinates, monitors, and evaluates options and services to meet an individual's health needs using communication and available resources to promote quality cost-effective outcomes.

Case Management Plan of Care (also known "case management plan"): A comprehensive plan that includes a statement of problems/needs determined upon assessment; strategies to address the problems/needs; and measurable goals to demonstrate resolution based upon the problem/need, the time frame, the resources available, and the desires/motivation of the client.

~~Source: Case Management Society of America (CMSA.org)~~

Case Management Process: The manner in which case management functions are performed, including: assessment, problem identification, outcome identification, planning, monitoring, and evaluating.

~~Source: Case Management Society of America (CMSA.org)~~

Certification:

1) **UM-Specific Definition:** A determination by an organization that an admission, extension of stay, or other health care service has been reviewed and, based on the information provided, meets the clinical requirements for medical necessity, appropriateness, level of care, or effectiveness under the auspices of the applicable health benefit plan.

~~➔ Interpretive Note: "Determination" may vary depending on context.~~

2) **General Definition:** A professional credential, granted by a national organization, signifying that an individual has met the qualifications established by that organization. To qualify under these standards, the certification program must:

- Establish standards through a recognized, validated program;
- Be research-based; and
- Be based (at least partially) on passing an examination

Claim: Any bill, claim, or proof of loss made by or on behalf of a consumer or health care provider to an Organization (or its intermediary, administrator, or representative) for which the consumer or health care provider has a contract for payment of health care services.

~~➔ Note: definition based on Code of Virginia § 38.2-3407.15.~~

Claimant: A person or entity who submits a claim, or on whose behalf a claim is submitted. (Includes "consumer" for URAC's the Core Standards.)

Claims Administrator: Any entity that recommends or determines to pay claims to enrollees, physicians, hospitals, or others on behalf of the health benefit plan. Such payment determinations are made on the basis of contract provisions. Claims administrators may be insurance companies, self-insured employers, third party administrators, or other private contractors.

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Claims Processing Organization: An organization that seeks accreditation under these standards. Examples of organizations that process claims include but are not limited to:

- Health insurance companies;
- Health maintenance organizations (HMOs);
- Preferred provider organizations (PPOs);
- Third-party administrators (TPAs);
- Disability insurance carriers; and
- Workers' compensation insurance carriers.

➤ ~~**Interpretive Note:** Throughout this document the term "organization" refers to claims-processing organization.~~

CLAS standards (National Standards for Culturally and Linguistically Appropriate Services in Health Care): The collective set of CLAS mandates, guidelines, and recommendations issued by the HHS Office of Minority Health intended to inform, guide, and facilitate required and recommended practices related to culturally and linguistically appropriate health services.

~~Source: Based on definitions from the Final Report, U.S. Department of Health and Human Services Office of Minority Health (March 2001). "National Standards for Culturally and Linguistically Appropriate Services in Health Care."~~

Clean Claim: A claim that has no material defect, impropriety, lack of any required substantiating documentation, or special circumstance(s) – such as, but not limited to, coordination of benefits, pre-existing conditions, ~~subrogation~~, or suspected fraud – that prevents timely adjudication of the claim.

Clean credentialing application (also known as a "clean credentialing file"): A credentialing application or file is considered "clean" if it meets the criteria listed below; however, the medical or clinical director for credentialing must always have the authority to forward a credentialing file to the credentialing committee at his or her discretion.

- The provider has completed all applicable sections of the credentialing application.
- Where indicated, the provider has signed, initialed and dated the credentialing application.
- All necessary support documentation has been submitted and is included with the credentialing application in the provider's file.
- The provider meets the credentialing criteria as stated in the credentialing plan, which is approved by the credentialing committee.
 - Credentials verification reveals that the provider meets credentialing criteria and there are no issues to report to the credentialing committee as defined in the organization's credentialing plan.

Client: A business or individual that purchases services from the Organization.

➤ ~~**Interpretive Note for term "Client":** Here are some examples of client relationships:~~

- ~~If a health plan provides health coverage to an employer, the employer is the client.~~
- ~~If a health plan contracts for utilization management services from a utilization management organization, the health plan is the client.~~
- ~~If a PPO contracts for credentialing services with a CVO, the PPO is the client.~~

Clinical Activities: Operational processes related to the delivery of clinical triage and health information services performed by clinical staff.

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Clinical Decision Support Tools: Protocols, guidelines, or algorithms that assist in the clinical decision-making process.

Clinical Director: A health professional who: (1) is duly licensed or certified; (2) is an employee of, or party to a contract with, an organization; and (3) who is responsible for clinical oversight of the utilization management program, including the credentialing of professional staff and quality assessment and improvement functions.

Clinically Integrated Network (CIN): An active and ongoing program to evaluate and modify practice patterns by the clinically integrated providers and create a high degree of interdependence and cooperation among the clinically integrated providers to control costs and ensure quality.

~~URAC Clinically Integrated Networks Advisory Committee, 2012~~

Clinically Integrated Provider: An independent provider that has entered into an agreement with the organization to be part of a clinically integrated network among otherwise independent and competing providers. May include physicians and other health care team members and facilities providing direct care services.

~~URAC Clinically Integrated Networks Advisory Committee, 2012~~

Clinical Oversight Body: A body comprised of discipline specific experts such as physicians, pharmacists, *providers*, and content experts who may include non-physician *providers* such as certified health educators, respiratory therapists, nutritionists, nurses, mental *health professionals* or other specialists.

- ~~• **Interpretive note for CIN:** A clinical oversight body within a CIN is physician led and comprised of clinically integrated providers. The charter of this body defined by the CIN centers on providing clinical oversight and guidance to CIN programs impacting patient care delivery.~~

Clinical Peer: A physician or other health professional who holds an unrestricted license and is in the same or similar specialty as typically manages the medical condition, procedures, or treatment under review. Generally, as a peer in a similar specialty, the individual must be in the same profession, i.e., the same licensure category as the ordering provider.

Clinical Practice Guidelines/Protocols: Systematically developed, documented protocols used to assist decision-making about appropriate health care for specific clinical circumstances. Clinical practice guidelines are based on a standard assessment of the body of scientific evidence, whenever such evidence exists. If guidelines are not evidence-based, then the process for coming to a consensus needs to address the absence or paucity of high quality, scientific evidence and the systematic way in which a consensus was reached in order to establish the guidelines.

- ~~➔ **Interpretive note for CIN:** The identification of benchmarks protocols — to which clinically integrated providers aspire and against which their performance is measured — requires active involvement of physicians.~~

Clinical Rationale: A statement that provides additional clarification of the clinical basis for a non-certification determination. The clinical rationale should relate the non-certification determination to the patient's condition or treatment plan, and should supply a sufficient basis for a decision to pursue an appeal.

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Clinical Review Criteria: The written screens, decision rules, medical protocols, or guidelines used by the organization as an element in the evaluation of medical necessity and appropriateness of requested admissions, procedures, and services under the auspices of the applicable health benefit plan.

Clinical Social Work: ~~Clinical social work shares with all social work practice the goal of enhancement and maintenance of psychosocial functioning of individuals, families, and small groups. Clinical social work practice is the professional application of social work theory and methods to the treatment and prevention of psychosocial dysfunction, disability, or impairment, including emotional and mental disorders. It is based on knowledge of one or more theories of human development within a psychosocial context. A person licensed in Kansas at the clinical level of social work to engage in the independent practice of social work as defined in K.S.A. 65-6302, and amendments thereto.~~

Source: NASW, 1986. www.socialworkers.org

Clinical Staff: Employees or contracted consultants of the health care organization who are clinically qualified to perform clinical triage and provide health information services.

Clinical Triage: Classifying consumers in order of clinical urgency and directing them to appropriate health care resources according to clinical decision support tools.

Comparable: Data about performance is compared to an historical baseline (which may be internal) and ongoing progress is recorded in regular intervals (e.g., monthly, quarterly, or annually). External benchmarks also may be used for purposes of comparison.

Complaint: An expression of dissatisfaction by a consumer expressed verbally or in writing regarding an organization's products or services that is elevated to a complaint resolution system.

➤ ~~Interpretive Note: This term is sometimes referred to as "grievance." This definition does not include appeals.~~

Concurrent Review: Utilization management conducted during a patient's hospital stay or course of treatment (including outpatient procedures and services). Sometimes called "continued stay review".

Condition: A diagnosis, clinical problem or set of indicators such as signs and symptoms that an individual consumer may have that define him or her as eligible and appropriate to participate in a medical management program such as a disease management or case management program.

Conflict of Interest: Any relationship or affiliation on the part of the organization or a reviewer that could compromise the independence or objectivity of the independent review process. Conflict of interest includes, ~~but is not limited to:~~

- An ownership interest of greater than 5% between any affected parties;
- A material professional or business relationship;
- A direct or indirect financial incentive for a particular determination;
- Incentives to promote the use of a certain product or service;
- A known familial relationship;
- Any prior substantive involvement in the specific case under review.

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Consumer: An individual person who is the direct or indirect recipient of the services of the Organization. Depending on the context, consumers may be identified by different names, such as “member,” “enrollee,” “beneficiary,” “patient,” “injured worker,” or “claimant,” etc. A consumer relationship may exist even in cases where there is not a direct relationship between the consumer and the Organization. For example, if an individual is a member of a health plan that relies on the services of a utilization management organization, then the individual is a consumer of the utilization management organization.

➤ ~~**Interpretive Note:** In the case of a consumer who is unable to participate in the decision-making process, a family member or other individual legally authorized to make health care decisions on the consumer behalf may be a consumer for the purposes of these standards.~~

Consumer activation (also known as “patient activation”): An individual's motivation to engage in adaptive health behavior that may, in turn, lead to improved health outcomes.

The motivation to take actions representing adaptive health behaviors emerges from the influence of psychological factors and personal competencies, which include an individual's understanding of his/her role in managing his/her own health care, as well as the knowledge, skill, preferences and confidence for managing his/her own health/health care.

~~Source: Based on a definition from Hibbard JH, Stockard J, Mahoney ER, et al. Development of the patient activation measure (PAM): conceptualizing and measuring activation in patients and consumers. Health Serv Res 2004; 39:1005-26.~~

Consumer-Centered (also known as patient-centered care): Providing care that is respectful of and responsive to individual patient or consumer preferences, needs, and values, and ensuring that patient or consumer values guide all clinical decisions.

~~Source: (Adapted from IOM 2001, Crossing the Quality Chasm)~~

~~“Consumer or patient and family-centered care”: means planning, delivering, and evaluating health care through consumer or patient-driven, shared decision-making that is based on participation, cooperation, trust, and respect of participant perspectives and choices. It also incorporates the participant's knowledge, values, beliefs and cultural background into care planning and delivery. Consumer or patient and family-centered care applies to consumers or patients of all ages. (Adapted from MN HCH Rule)~~

Consumer engagement (also known as “patient engagement”): Actions individuals must take to obtain the greatest benefit from the health care services available to them. These actions fall within the category of adaptive health behaviors.

Consumer or patient engagement is a collaborative process in which enrolled individuals are working or have worked directly with licensed or certified clinical staff in a chronic disease management or health improvement/wellness program. Individuals are interacting with health professionals in reference to their health improvement plan with “bidirectional interaction” meaning an exchange between health professionals and the enrolled individual in both directions, regardless of modality for communication, including (e.g., telephone, e-mail, texting, online tools, and virtual coaching tools, etc.). Adaptive health behaviors include the use of patient education and virtual behavior change tools provided by health professionals and incorporated into the health improvement plan.

~~Source: Based on definitions from the Center for Advancing Health. Center for Advancing Health (2010). A new definition of patient engagement: What is engagement and why is it important? Center for Advancing Health, Washington D.C. www.chah.org.~~

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Consumer Experience (also known as “experience of care”): ~~Good Patient experience or~~ consumer experience of care is an outcome ~~unto itself; research demonstrates that consumers~~ prioritize communication and other aspects of the provider ~~consumer~~ relationship as key elements of quality. ~~Good consumer~~ Consumer experience has a well-documented relationship to clinical quality, consumer engagement, adherence, and outcomes.

Source: RWJ Foundation 2012

➤ ~~Interpretive Note:~~ The CAHPS Clinician and Group Survey provides a nationally standardized, validated tool to measure consumers’ experiences in primary care practices. This survey asks consumers to assess their experiences in areas that research has shown consumers value, including ease of scheduling appointments, availability of information, communication with clinicians, responsiveness of clinic staff, and coordination between care providers.

Contractor: A business entity that performs delegated functions on behalf of the Organization.

➤ ~~Interpretive Note:~~ For the purposes of these standards, the term “contractor” includes only those contractors that perform functions related to the key processes of the Organization. It is not URAC’s intent to include contractors that provide services unrelated to key processes. For example, a contractor that provides catering services would not fall within the definition of “contractor” in these standards. Conversely, a company that provides specialty physician reviewers to a UM organization would clearly fall within the definition of “contractor.”

Covered Benefits: The specific health services provided under a health benefits program, including: cost-sharing and other financial features; claims submission and reimbursement processes; requirements and processes (if any) for prior authorization or other approval of health services.

Covered Person: Means a policyholder, subscriber, enrollee or other individual participating in a health benefit plan. ~~For Workers’ Compensation, this would include the injured worker.~~

Covered Service: A health care service for which reimbursement or other remuneration is provided to a consumer or on behalf of a consumer under the terms of the consumer’s benefits program.

Credentials Verification: A process of reviewing and verifying specific credentialing criteria of a practitioner.

Credentials Verification Organization (CVO): An organization that gathers data and verifies the credentials of health care practitioners.

Criteria: A broadly applicable set of standards, guidelines, or protocols used by the organization to guide the clinical processes. Criteria should be:

- Written;
- Based on professional practice;
- Literature-based;
- Applied consistently; and
- Reviewed, at a minimum, annually.

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Cultural Competence: Having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors and needs presented by consumers and their communities.

Source: Based on definitions from the Final Report, U.S. Department of Health and Human Services Office of Minority Health (March 2001). "National Standards for Culturally and Linguistically Appropriate Services in Health Care."

Culture: "The thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. Culture defines how health care information is received, how rights and protections are exercised, what is considered to be a health problem, how symptoms and concerns about the problem are expressed, who should provide treatment for the problem, and what type of treatment should be given. In sum, because health care is a cultural construct, arising from beliefs about the nature of disease and the human body, cultural issues are actually central in the delivery of health services treatment and preventive interventions. By understanding, valuing, and incorporating the cultural differences of America's diverse population and examining one's own health-related values and beliefs, health care organizations, practitioners, and others can support a health care system that responds appropriately to, and directly serves the unique needs of populations whose cultures may be different from the prevailing culture" Integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. (Katz, Michael. Personal communication, November 1998).

Source: Based on definitions from the Final Report, U.S. Department of Health and Human Services Office of Minority Health (March 2001). "National Standards for Culturally and Linguistically Appropriate Services in Health Care."

Culturally and Linguistically Appropriate Services: Health care services that are respectful of and responsive to cultural and linguistic needs.

Source: Based on definitions from the Final Report, U.S. Department of Health and Human Services Office of Minority Health (March 2001). "National Standards for Culturally and Linguistically Appropriate Services in Health Care."

Cultural and Linguistic Competence: A set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations. "Culture" refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. "Competence" implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities" (Based on Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). *Towards A Culturally Competent System of Care Volume I.* Washington, DC: Georgetown University Child Development Center, CASSP Technical Assistance Center).

Source: Based on definitions from the Final Report, U.S. Department of Health and Human Services Office of Minority Health (March 2001). "National Standards for Culturally and Linguistically Appropriate Services in Health Care."

Cultural Sensitivity: The ability to be appropriately responsive to the attitudes, feelings, or circumstances of groups of people that share a common and distinctive racial, national, religious, linguistic or cultural heritage.

Source: Based on definitions from the Final Report, U.S. Department of Health and Human Services Office of Minority Health (March 2001). "National Standards for Culturally and Linguistically Appropriate Services in Health Care."

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Data Integrity: The quality or condition of being accurate, complete and valid, and not altered or destroyed in an unauthorized manner.

Data Liquidity: data that is no longer confined to databases or data silos in health systems so that it flows to where it is needed and when it is needed.

Adapted from: Paul K. Courtney, M.S.
Cancer J. 2011 ; 17(4): 219–224
doi:10.1097/PPO.0b013e3182270c83

Date of Receipt: The calendar date on which ~~a claim arrives at~~ an Organization receives a claim (or, for claims that arrive on a non-business day, the date of the first business day thereafter).

Decision support tools: A paper or electronic aid, or both, to help people make informed decisions by providing and managing information and presenting the trade-offs involved in various possible choices by arraying comparative information. The various types of aids used in health care include protocols, guidelines, or algorithms that assist in the clinical decision-making process.

~~Source: Carlisle, E. et al. "Empirical Studies of Decision Aids for Consumers," Santa Monica: The RAND Corporation, 2003. As cited in: Shallor Consulting, "Consumers in Health Care: Creating Decision Support Tools That Work" California Health Care Foundation, June 2006. Also see <http://www.chcf.org/publications/2006/06/consumers-in-health-care-creating-decision-support-tools-that-work>~~

Delegation (includes delegate/delegated): The process by which an organization contracts with or otherwise arranges for another entity to perform functions and to assume responsibilities covered under these standards on behalf of the organization, while the organization retains final authority to provide oversight to the delegate.

Discharge Planning: The process that assesses a patient's needs in order to help arrange for the necessary services and resources to affect an appropriate and timely discharge or transfer from current services or level of care.

Discrimination: The unjust or prejudicial treatment of ~~different categories of people or things,~~ especially on the grounds of race, age, or sex persons protected under federal or state law.

Disease Management: According to the Disease Management Association of America, ~~"Disease management is a~~ A system of coordinated healthcare interventions and communications for populations with conditions in which patient self-care efforts are significant. ~~Disease management supports~~ Supports the physician or practitioner/patient relationship and plan of care, emphasizes prevention of exacerbations and complications utilizing evidence-based practice guidelines and patient empowerment strategies, and evaluates clinical, humanistic, and economic outcomes on an ongoing basis with the goal of improving overall health. Disease management components include: population identification processes; evidence-based practice guidelines; collaborative practice models to include physician and support-service providers; patient self-management education (~~may include~~ including primary prevention, behavior modification programs, and compliance/surveillance); process and outcomes measurement, evaluation, and management; routine reporting/feedback loop (~~may include~~ including communication with patient, physician, health plan and ancillary providers, and practice profiling."²

Glossary for Health Accreditation Standards

Disease Management Program: A program or entity that provides the scope of functions and activities necessary to provide disease management.

Downstream Risk: Acceptance of financial insurance risk and accountability for health services utilization and quality of care outcomes by a provider service organization from a health plan or employer / plan sponsor for the provision or arrangement of health care services.

~~Adapted from: US Department of Health and Human Services
Office of the Assistant Secretary for Planning and Evaluation,
June, 1997
aspe.hhs.gov/health/pso-6.htm~~

Drug Management: Evaluation of patients' drug profiles related to covered benefits, clinical appropriateness and safety for patients' use of medications.

Drug Utilization Management & Drug Utilization Review: Evaluation of the medical necessity, appropriateness, and efficiency of the use of health care services, procedures, products, and facilities under the provisions of the applicable health benefits plan; sometimes called "drug review."

Electronic: Mode of electronic transmission including the Internet (wide-open), Extranet (using Internet technology to link a business with information only accessible to collaborating parties), leased lines, dial-up lines, private networks, and those transmissions that are physically moved from one location to another using magnetic tape, disk, or compact disk media. ~~(Final Rule, Department of Health and Human Services, "Health Insurance Reform: Standards for Electronic Transactions," Federal Register (Aug. 17, 2000).)~~

Electronic Health Record (EHR): An electronic record of health-related information on an individual that conforms to nationally recognized interoperability standards and that can be created, managed, and consulted by authorized clinicians and staff across more than one health care organization.

Electronic Medical Record (EMR): An electronic record of health-related information on an individual that can be created, gathered, managed, and consulted by authorized clinicians and staff within one health care organization.

Eligible population (same also known as eligible consumers) ~~Eligible population (also "eligible consumers")~~: The pool of consumers who are entitled or qualified to receive program services and interventions.

Engagement: Proactive outbound contact with consumers, by phone or mail, within some specified time frame of identification of eligible consumers, with tracking of interactions.

Evidence-based: Recommendations based on valid scientific outcomes research, preferably research that has been published in peer reviewed scientific journals. Evidence-based information can be used to develop protocols, pathways, standards of care or clinical practice guidelines and related educational materials.

Glossary for Health Accreditation Standards

Evidence Based Medicine: "Evidence based medicine is the conscientious, explicit and judicious use of current best evidence in making decisions about the care of individual patients." David L. Sackett, William M. C. Rosenberg, J. A. Muir Gray, R. Brian Haynes, W. Scott Richardson. Evidence based medicine: what it is and what it isn't. British Medical Journal 1996; 312:71-72. Reproduced with permission from BMJ Publishing Group.

Expedited Appeal: An appeal of a non-certification of a case involving urgent care. See definition of "Case Involving Urgent Care."

External review: A review of an adverse benefit determination (including a final internal adverse benefit determination) conducted pursuant to an applicable State or Federal external review process.

~~Source: Interim Final Rules for Group Health Plans and Health Insurance Issuers Relating to Internal Claims and Appeals and External Review Processes under the Patient Protection and Affordable Care Act; Interim Final Rule [HHS 45 CFR Part 147]~~

Facility: An institution that provides health care services.

Facility Rendering Service: The institution or organization in or by which the requested admission, procedure, or service is provided. Such facilities may include, but are not limited to: hospitals; outpatient surgical facilities; individual practitioner offices; rehabilitation centers; residential treatment centers; skilled nursing facilities; laboratories; imaging centers; and other organizational providers of direct services to patients.

Family: Individuals ~~whom~~ who the consumer chooses to involve in the decision-making process regarding the consumer's health care. In the case of a consumer who is unable to participate in the decision-making process, "family" shall include any individual ~~legally~~ authorized to make health care decisions on the consumer's behalf.

Final external review decision: A final external review decision means a determination by an independent review organization at the conclusion of an external review.

~~Source: Interim Final Rules for Group Health Plans and Health Insurance Issuers Relating to Internal Claims and Appeals and External Review Processes under the Patient Protection and Affordable Care Act; Interim Final Rule [HHS 45 CFR Part 147]~~

Final internal adverse benefit determination: An adverse benefit determination that has been upheld by a plan or issuer at the completion of the internal review (appeals) process or upon exhaustion of the internal appeals process.

~~Source: Interim Final Rules for Group Health Plans and Health Insurance Issuers Relating to Internal Claims and Appeals and External Review Processes under the Patient Protection and Affordable Care Act; Interim Final Rule [HHS 45 CFR Part 147]~~

Governing Body: A group of people appointed or elected to supervise and regulate a field of activity or institution.

Source: Adapted from the Encarta English Dictionary

Group health plan: An entity providing health insurance coverage, including insured and self-insured group health plans.

~~Source: Interim Final Rules for Group Health Plans and Health Insurance Issuers Relating to Internal Claims and Appeals and External Review Processes under the Patient Protection and Affordable Care Act; Interim Final Rule [HHS 45 CFR Part 147]~~

Glossary for Health Accreditation Standards

Health benefit plan: A policy, contract, certificate or agreement offered or issued by a health issuer to provide, deliver, arrange for, pay for or reimburse any of the costs of health care services.

Source: 2008 NAIC Health Carrier Uniform External Review Model Act

Health Benefit Plan: Any public or private organization's written plan that insures or pays for specific health care expenses on behalf of enrollees or covered persons.

(A) "Health benefit plan" shall include the following:

(i) Any individual, group, or blanket policy of accident and sickness, medical, or surgical expense coverage; and

(ii) any provision of a policy, contract, plan, or agreement for medical service, including any contract of a health maintenance organization, nonprofit medical and hospital service corporation, or municipal group-funded sickness and accident pool.

(B) "Health benefit plan" shall not include any of the following:

(i) A policy or certificate covering only credit;

(ii) a policy or certificate covering only disability income;

(iii) coverage issued as a supplement to liability insurance;

(iv) automobile medical payment insurance;

(v) insurance under which benefits are payable with or without regard to fault and that is statutorily required to be contained in any liability insurance policy;

(vi) Medicare; or

(viii) Medicaid.

Health content: Health information that is intended to provide general, user non-specific information or advice about maintaining health or the treatment of an acute or chronic illness, health condition, or disease state.

Health Content Reviewer: An individual who holds a license or certificate as required by the appropriate jurisdiction in a health care field (where applicable), has professional experience in providing relevant direct patient care or has completed formal training in a health-related field.

Health Education: Educational resources designed to enhance the knowledge and understanding of health topics to promote wellness and self-care.

Glossary for Health Accreditation Standards

Health Information: Educational resources designed to enhance the knowledge and understanding of health topics to promote wellness and self-care.

Health Information Exchange: The electronic movement of health-related information among organizations according to nationally recognized standards.

Health Information Organization: An organization that oversees and governs the exchange of health-related information among organizations according to nationally recognized standards.

Health Information Technology: The technology to create, transmit, store and manage individuals' health data.

~~URAC Clinically Integrated Networks Advisory Committee, 2012~~

Health Literacy: The degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate decisions regarding their health.

Health Professional: An individual who: (1) has undergone formal training in a health care field; (2) holds an associate or higher degree in a health care field, or holds a state license or state certificate in a health care field; and (3) has professional experience in providing direct patient care.

Health-Related Field: A professional discipline that promotes the physical, psychosocial, or vocational well-being of individual persons.

Health Risk Assessment Process: A process of collecting and interpreting health data and risk factors, gathered from the health risk assessment tool and other sources about the target population, to evaluate potential participants for inclusion in the wellness program.

➤ ~~**Note:** The term "health risk assessment" and its corresponding acronym "HRA" are not the only terms that define an acceptable assessment process.~~

~~URAC Health Accreditations Glossary 2/21/2012~~

Glossary for Health Accreditation Standards

Health Risk Assessment Tool (HRAT): A health risk assessment tool is a systematic approach to collecting information from individuals that identifies risk factors, which can be determined through biometric and other methods, and provides individualized feedback, such as through a health risk score, to increase overall awareness of risk. ~~Definition adopted from the Centers for Medicare and Medicaid Services—CMS).~~

Healthy Behavior A specific action, taken at the individual level, associated with improved health outcomes and the reduction of risk factors. Healthy behavior may include:

- Seeking appropriate health care or tests (e.g., getting a cholesterol screening)
- Avoiding risky behavior (e.g., quitting smoking)
- Engaging in lifestyle changes (e.g., getting more exercise)

Individually Identifiable Information: Any information that can be tied to an individual consumer, as defined by applicable laws.

Individually identifiable health information is information that is a subset of health information, including demographic information collected from an individual, and: (1) Is created or received by a health care provider, health plan, employer, or health care clearinghouse; and (2) Relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and (i) That identifies the individual; or (ii) With respect to which there is a reasonable basis to believe the information can be used to identify the individual. ~~(65 Fed. Reg. at 82,804 (to be codified at 45 C.F.R. pt. 164.501))~~

➤ ~~Note: This definition is derived from the federal Health Insurance Portability and Accountability Act (HIPAA).~~

Independent Review: A process, independent of all affected parties, to determine if a health care service is medically necessary and medically appropriate, experimental/investigational or to address administrative/legal issues. Independent review typically (but not always) occurs after all appeal mechanisms available within the health benefits plan have been exhausted. Independent review can be voluntary or mandated by law.

Independent Reviewer: See definition for “Reviewer.”

Information System: Any written, electronic, or graphical method of communicating information. The basis of an information system is the sharing and processing of information and ideas. Computers and telecommunication technologies have become essential information system components.

Barron's Business Dictionary

Inreach: Use of consumer interactions inside the primary care/medical home setting to discover gaps in care and identify opportunities for and act on consumer targeted interventions promoting preventive care.

Adapted from [Yabroff KR, et al. J Am Med Womens Assoc. 2001 Fall;56\(4\):166-73, 188.](#)

Initial Clinical Review: Clinical review conducted by appropriate licensed or certified health professionals. Initial clinical review staff may approve requests for admissions, procedures, and services that meet clinical review criteria, but must refer requests that do not meet clinical review criteria to peer clinical review for certification or non-certification. Sometimes referred to as “first level review.”

Glossary for Health Accreditation Standards

Internal review: Review, including appeal review, by an insurance issuer or group health plan or their designee (i.e., such as a TPA) of an adverse benefit determination.

~~Source: Interim Final Rules for Group Health Plans and Health Insurance Issuers Relating to Internal Claims and Appeals and External Review Processes under the Patient Protection and Affordable Care Act; Interim Final Rule [HHS 45 CFR Part 147]~~

Interoperability: Ability of two or more systems or components to exchange information and to use the information that has been exchanged.

Key work processes: An organization's most important internal value creation processes that produce customer/ student/ stakeholder/ stockholder/ market value.

~~Source: Baldrige Glossary for Business, Government (Public Sector) and other Nonprofit (2009).~~

Knowledge Domains: Areas of specific expertise.

Licensure/license: A license or permit (or equivalent) to practice medicine or a health profession that is (1) issued by any state or jurisdiction in the United States; and (2) required for the performance of job functions.

~~➤ Interpretive Note: In this definition, the word "equivalent" includes certifications, registrations, permits, etc. Specific terms will vary by state and health profession.~~

Medical Director: A doctor of medicine or doctor of osteopathic medicine who is duly licensed to practice medicine and who is an employee of, or party to a contract with, an organization, and who has responsibility for clinical oversight of the organization's utilization management, credentialing, quality management, and other clinical functions.

Medical Management: A general term encompassing activities such as utilization management, case management, and the clinical aspects of quality management.

Medical or Scientific Evidence: means evidence found in the following sources:

- Peer-reviewed scientific studies published in or accepted for publication by medical journals that meet nationally recognized requirements for scientific manuscripts and that submit most of their published articles for review by experts who are not part of the editorial staff;
- Peer-reviewed medical literature, including literature relating to therapies reviewed and approved by a qualified institutional review board, biomedical compendia and other medical literature that meet the criteria of the National Institutes of Health's Library of Medicine for indexing in Index Medicus (Medline) and Elsevier Science Ltd. for indexing in Excerpta Medicus (EMBASE);
- Medical journals recognized by the Secretary of Health and Human Services under Section 1861(t)(2) of the federal Social Security Act;
- The following standard reference compendia:
 - The American Hospital Formulary Service–Drug Information;
 - Drug Facts and Comparisons;
 - The American Dental Association Accepted Dental Therapeutics; and
 - The United States Pharmacopoeia–Drug Information;
- Findings, studies or research conducted by or under the auspices of federal government agencies and nationally recognized federal research institutes, including:
 - The federal Agency for Healthcare Research and Quality;
 - The National Institutes of Health;

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- The National Cancer Institute;
- The National Academy of Sciences;
- The Centers for Medicare & Medicaid Services;
- The federal Food and Drug Administration; and
- Any national board recognized by the National Institutes of Health for the purpose of evaluating the medical value of health care services; or
- Any other medical or scientific evidence that is comparable to the sources listed in paragraphs (1) through (5).

Medication Reconciliation: The process of creating the most accurate list possible of all medications a patient is taking - including drug name, dosage, frequency, and route - and comparing that list against the physician's admission, transfer and/or discharge orders, with the goal of providing correct medications to the patient at all transition points.

➤ ~~Note: This definition comes from the Institute for Healthcare Improvement (IHI),—
Reconcile Medication at All Transition Points, available through the following Web site:—
<http://www.ihl.org>.~~

Messenger Contracting Model: The “classic” messenger model is a contracting arrangement wherein the payer communicates about fee schedules through a messenger while each provider individually accepts or rejects the terms wherein networks do not enter into agreements among competitors on prices or price-related terms.

~~Adapted from
1996 “Statements of Antitrust Enforcement Policy in Health Care”
issued jointly by the DOJ and FTC~~

Multiple chronic conditions: Chronic illnesses are “conditions is a condition that last a year or more and require ongoing medical attention and/or limit activities of daily living.” ~~More than one in four Americans has multiple (two or more) concurrent chronic conditions. A person may have multiple (two or more) concurrent chronic conditions.~~

➤ ~~Note: In 2001, the IOM noted that there was evidence that patients receiving care for one chronic condition may not receive care for other, unrelated conditions. The IOM articulated that a challenge of designing care around specific conditions is to avoid defining patients solely by their disease or condition. 66% of total healthcare spending is directed toward care for the approximate 27% of Americans with Multiple Chronic Conditions.~~

~~Source: U.S. Department of Health and Human Services. Multiple Chronic Conditions—
A Strategic Framework: Optimum Health and Quality of Life for Individuals with
Multiple Chronic Conditions. Washington, DC. December 2010.~~

Multi-provider Joint Ventures: A multi-provider network joint venture is a provider-controlled venture in which the network's participating providers collectively agree on prices or price-related terms and jointly market their services.

~~Adapted from
1996 “Statements of Antitrust Enforcement Policy in Health Care”
issued jointly by the DOJ and FTC~~

Glossary for Health Accreditation Standards

Negotiated Contract Model: A strategy in which individual providers delegate to a multi-provider joint venture the authority to contract prices and/or price-related terms with payers and employer purchasers on their behalf. The provider's direct contract is between the provider and the multi-provider organization.

Adapted from
1996 "Statements of Antitrust Enforcement Policy in Health Care"
issued jointly by the DOJ and FTC

Non-Certification: A determination by an organization that an admission, extension of stay, or other health care or pharmacy service has been reviewed and, based on the information provided does not meet the clinical requirements for medical necessity, appropriateness, or effectiveness under the applicable health benefit plan.

Non-Clinical Administrative Staff: Staff who do not meet the definition of health professional (including intake personnel).

Non-Clinical Staff: Employees or contracted consultants of a health care organization ~~who~~ that do not perform clinical assessments or provide callers with clinical advice. They may be responsible for obtaining demographic information, providing benefit information, and re-directing callers.

Normalize: Map data elements to a standard hierarchy for accurate analytics.
URAC Clinically Integrated Networks Advisory Committee 2012

Off-shoring: The relocation of an organizational function to a foreign country under the same organizational control (ownership).

➤ ~~Note: In health care management, outsourcing distinct functions to a foreign subcontractor is the more common trend. See the definition for "outsourcing."~~

Opt-in: Affirmative consent actively provided by a consumer to participate in an activity or function of the program, provided after the program has fully disclosed the terms and conditions of participation to the consumer.

➤ ~~Note: Auto enrollees are not considered "opt-in" enrollees of the program.~~

Opt-out: A process by which an enrolled consumer declines to participate in an activity or function of the program.

Ordering Provider: The physician or other provider who specifically prescribes the health care service being reviewed.

Organization: A business entity that seeks accreditation under these standards.

➤ ~~Interpretive Note: This can include a program or department and can be geographically defined.~~

Organizational Conflict of Interest: A conflict that affects objectivity between the organization's financial interests and the organization's obligations to the client.

Outcome(s): A consumer's health status following services.

Outsourcing: The delegation of services or functions from internal production to an external entity outside of the United States.

Glossary for Health Accreditation Standards

Oversight: Monitoring and evaluation of the integrity of relevant program processes and decisions affecting consumers.

Palliative care: Palliative care is a specialized area of health care that focuses on relieving and preventing the suffering of patients, but that does not serve to halt or cure a disease. Unlike hospice care, palliative medicine is appropriate for patients in all disease stages, including those undergoing treatment for curable illnesses and those living with chronic diseases, as well as patients who are nearing the end of life. Palliative medicine utilizes a multidisciplinary approach to patient care, relying on input from physicians, pharmacists, nurses, chaplains, social workers, psychologists, and other allied health professionals in formulating a plan of care to relieve suffering in all areas of a patient's life. This multidisciplinary approach allows the palliative care team to address physical, emotional, spiritual, and social concerns that arise with advanced illness.

~~Source: Based on a definition from the World Health Organization (March 2006) and the Center to Advance Palliative Care (<http://www.capc.org/building-a-hospital-based-palliative-care-program/case/definingpc>).~~

Participant (participating): An eligible consumer or treating provider that has had one or more inbound or outbound contacts with the disease management program, and if a consumer, has not opted out of the program.

Participating Provider: A provider that has entered into an agreement with the organization to be part of a provider network.

Patient: The enrollee or covered consumer for whom a request for certification may or may not have been filed.

- ~~Interpretive Note: In the case of a patient who is unable to participate in the decision-making process, a family member or other individual legally authorized to make health care decisions on the patient's behalf may be a patient for the purposes of these standards.~~
- ~~Interpretive Note for CIN: Use of the term "patient" implies an established relationship between consumer and provider.~~

Patient Centered: In a patient-centered model, patients become active participants in their own care and receive services designed to focus on their individual needs and preferences, in addition to advice and counsel from health professionals.

Source: ~~<http://www.ahrq.gov>
Research In Action, Issue 5~~

Patient-centered care (see "consumer centered")

- ~~Note: "consumer" and "patient" are defined terms.~~

Patient engagement (see "consumer engagement")

- ~~Note: "consumer" and "patient" are defined terms.~~

Patient experience: (see "consumer experience")

- ~~Note: "consumer" and "patient" are defined terms.~~

Peer Clinical Review: Clinical review conducted by appropriate health professionals when a request for an admission, procedure, or service was not approved during initial clinical review. Sometimes referred to as "second level review."

Glossary for Health Accreditation Standards

Peer-to-Peer Conversation: A request by telephone for additional review of a utilization management determination not to certify, performed by the peer reviewer who reviewed the original decision, based on submission of additional information or a peer-to-peer discussion.

Performance Measures: Qualitative or quantitative quality indicators for assessing the achievement of outcomes.

➤ ~~**Note definition of Performance Measurement:** processes using performance measures for program, provider or practice evaluation purposes.~~

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Personal Health Record: An electronic record of health-related information on an individual that conforms to nationally recognized interoperability standards and that can be drawn from multiple sources while being managed, shared, and controlled by the individual.

Personally-identifiable Information: Any information that can be tied to an individual identifier.

Performance Measures: Qualitative or quantitative quality indicators for assessing the achievement of outcomes.

Pharmacist: A licensed health professional who practices the art and science of pharmacy.

Plain Language: Communication that uses short words and sentences, common terms instead of (medical) jargon, and focuses on the essential information recipients need to understand.

Point of Care: the location at which patient services are delivered.

URAC Clinically Integrated Networks Advisory Committee, 2012

Population: Depending on the model of the program, the population for which an organization is responsible may be all of the consumers assigned by virtue of a contract, or the population may be only those consumers who enroll.

➤ ~~**Interpretive Note for CIN:** If the CIN advances to the stage where it assumes business or medical risk, or becomes an accountable care organization the population may be those consumers who are assigned or enroll.~~

Potential Enrollees: Employees and eligible dependents of employer/purchasers who are offering enrollment in the organization's products as part of the employee benefits package. In the case of organizations that offer products in the individual market, potential enrollees include individuals from the general public in the geographic area where the organization offers the products.

Practitioner: An individual person who is licensed to deliver health care services without supervision.

Glossary for Health Accreditation Standards

Predictive risk modeling: Predictive risk modeling is a useful technique with practical application for organizations to anticipate who may need more intense intervention (i.e., stratifying interventions) with the consequence of potentially avoiding preventable utilization while facilitating cost containment.

➤ ~~Note: Approximately two-thirds of healthcare costs are accounted for by 10% of the patients. Identifying such high-cost patients early can help improve their health and reduce costs. Risk modeling foundations include such data as: Adjusted Clinical Groups (ACG), Diagnostic Cost Groups (DCG), Global Risk Adjustment Model (GRAM), RxRisk, and Prior Expense.~~

~~To predict whether a patient is high-risk or not, these models use healthcare utilization information and disease-related features or morbidity indicators based on diagnoses codes and other administrative claims-based data. Demographic variables like age and sex are known to impact healthcare costs. Disease-related predictors from various utilization classes such as inpatient, outpatient and pharmacy have also been used to predict cost outcomes. Other risk modeling foundations include comorbidity indices, number of prescriptions and number of claims.~~

~~Source: Excerpt from reference Moturu, S.T., Johnson, W.G. and Liu, H. (2010) "Predictive risk modeling for forecasting high-cost patients: a real-world application using Medicaid data", Int. J. Biomedical Engineering and Technology, Vol. 3, Nos. 1/2, pp.114-132.~~

Pre-Review Screening: Automated or semi-automated screening of requests for authorization that may include: (1) collection of structured clinical data (including diagnosis, diagnosis codes, procedures, procedure codes); (2) asking scripted clinical questions; (3) accepting responses to scripted clinical questions; and (4) taking specific action (certification and assignment of length of stay explicitly linked to each of the possible responses). It excludes: (1) applying clinical judgment or interpretation; (2) accepting unstructured clinical information; (3) deviating from script; (4) engaging in unscripted clinical dialogue; (5) asking clinical follow-up questions; and (6) non-certifications.

Prescriber: A licensed health professional who writes prescriptions for consumers within their scope of practice.

Primary Physician (also known as “(PCP) Primary Care Physician”): The physician who is primarily responsible for the medical treatment and services of a consumer.

Primary Source Verification: Verification of a practitioner's credentials based upon evidence obtained from the issuing source of the credential. Also known as "Primary Source."

Principal Reason(s): A clinical or non-clinical statement describing the general reason(s) for the non-certification determination (“lack of medical necessity” is not sufficient to meet this).

Professional Competency: The ability to perform assigned professional responsibilities.

Prospective Review: Utilization management conducted prior to a patient's admission, stay, or other service or course of treatment (including outpatient procedures and services). Sometimes called “precertification review” or “prior authorization,” prospective review can include prospective prescription drug utilization review.

Glossary for Health Accreditation Standards

Protected Health Information: Individually identifiable health information: (1) Except as provided in paragraph (2) of this definition, that is: (i) Transmitted by electronic media; (ii) Maintained in any medium described in the definition of electronic media at ~~Sec. 45 C.F.R. §162.103~~ of this subchapter; or (iii) Transmitted or maintained in any other form or medium. (2) Protected health information excludes individually identifiable health information in: (i) Education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; (ii) Records described at 20 U.S.C. 1232g(a)(4)(B)(iv); and (iii) Employment records held by a covered entity in its role as employer. ~~(67 Fed. Reg. at 53,267 (Aug. 14, 2002); 65 Fed. Reg. at 82,805 (Dec. 28, 2000) (to be codified at 45 C.F.R. pt. 164.501)).~~

Provider: A licensed health care facility, program, agency, or health professional that delivers health care services.

Provider Network: A group of providers with which the organization contracts to provide health services to consumers.

Provider-Specific Information: Information that is sufficient to allow identification of the individual provider.

Quality Management (QM)/Quality Improvement (QI)/Performance Improvement (PI) program: A systematic data-driven effort to measure and improve consumer and client services and/or health care services.

Quality Review Study: A scientific and systematic measurement of the effects or results of treatment modalities or practices for a particular disease or condition. The goal of quality measurement is to improve health care services by monitoring and analyzing the data and modifying practices in response to this data.

Rationale: The reason(s) or justification(s) – commonly based on criteria – for a specific action or recommendation.

Re-assessment: Re-evaluation of an individual consumer participating in a medical management program, such as disease management or case management, on a specified frequency using the same or similar tools that were used in the initial assessment. Re-assessment may also include re-stratification.

Referral: The recommendation by a physician, other clinician health care team member, or case manager for a consumer to receive care from a different physician, service or facility for a specific health related issue.

~~Adapted from Delaware Healthcare Association
Glossary of Health Care Terms and Acronyms
<http://www.deha.org/Glossary>~~

Referring Entity: The organization or individual that refers a case to an organization. Referring entities may include insurance regulators, health benefits plans, consumers, and attending providers. Some states may limit by law which individuals or organizations may be a referring entity.

Glossary for Health Accreditation Standards

Regional Health Information Organization: A health information organization that brings together health care stakeholders within a defined geographic area and governs health information exchange among them for the purpose of improving health and care in that community.

Retrospective Claim: A claim presented after services have been provided (i.e., a post-service claim) and presented for consideration under a contract or policy.

Retrospective Review: Review conducted after services (including outpatient procedures and services) have been provided to the patient.

➤ ~~Interpretive Note: Retrospective medical necessity determinations are considered utilization management (and subject to these standards).~~

Review of Service Request: Review of information submitted to the organization for health care services that do not need medical necessity certification nor result in a non-certification decision.

Reviewer(s): The individual (or individuals) selected by the organization to consider a case.

➤ ~~Note: Selection of the reviewer(s) for a case must be conducted in accordance with standards IR-1 through IR-6.~~

- All reviewer(s) who are health care practitioners must have the following qualifications:
 - Active U.S. licensure;
 - Recent experience or familiarity with current body of knowledge and medical practice;
 - At least five (5) years of experience providing health care;
- If the reviewer is an M.D. or D.O., board certification by a medical specialty board approved by the American Board of Medical Specialties or the American Osteopathic Association.
- If the reviewer is a D.P.M., board certification by one of the following:
 - American Board of Podiatric Surgery (ABPS)
 - American Board of Podiatric Orthopedics and Primary Podiatric Medicine (ABPOPPM)
 - American Board of Multiple Specialties in Podiatry (ABMSP)
- All reviewer(s) who are health insurance lawyers conducting rescission, benefit interpretation, reimbursement or other administrative/legal review, must have the following qualifications:
 - Active U.S. licensure as a lawyer, which may need to be specific to the state with jurisdiction over review;
 - Recent experience or familiarity with current body of knowledge and health insurance practice;
 - At least five (5) years' experience providing legal services regarding health insurance matters.

Risk factor: Any attribute, characteristic or exposure of an individual that increases the likelihood of developing a disease or injury. Some examples of the more important risk factors are underweight, overweight, unsafe sex, high blood pressure, tobacco and alcohol consumption, and unsafe water, sanitation and hygiene. Other risk factors include diet, pregnancy, low birth weight, sedentary lifestyle, family history, and inappropriate drug use.

~~Source: Based on the World Health Organization (WHO) definition.~~

Glossary for Health Accreditation Standards

Risk-type: An individual's likelihood of developing an acute or chronic health condition. Risk types may be specific (e.g., at risk to develop diabetes) or general (e.g., overweight).

Safe Transitions: Effective and efficient movement of *consumers* from one health care provider or setting to another without an adverse event. An adverse event during transition is defined as an injury resulting from medical management rather than the underlying disease and an event that can be avoided or mitigated. Transition adverse events include such occurrences as readmission within 30 days, medication error, follow-up failures, and ~~DME~~ Durable Medical Equipment related events resulting from poor communication and poor coordination between providers.

Adapted from: <http://www.healthcare.gov>

Second Opinion: Requirement of some health plans to obtain an opinion about the medical necessity and appropriateness of specified proposed services by a practitioner other than the one originally making the recommendation.

Secondary Source Verification or Secondary Source: Verification of a practitioner's credentials based upon evidence obtained by means other than direct contact with the issuing source of the credential (e.g., copies of licenses and certifications and data base queries).

Self-Management: Self-management is defined as the tasks that individuals must undertake to live well that include having the confidence to deal with medical management, role management, and emotional management of their chronic and/or complex conditions. Health care staff provides self-management support, defined as the systematic provision of education and supportive interventions to increase consumer's skills and confidence in managing their health problems, including regular assessment of progress and problems, goal setting, and problem-solving support.

~~Source: Based on definitions from the 1st Annual Crossing the Quality Chasm Summit: A Focus on Communities Published in 2004 – Publication of Institute of Medicine. Definition from Institute of Medicine 2003.~~

Service Requests: Screening callers to determine the services that are necessary at the time of the call. This is usually performed by a non-clinical staff person to determine if the call is clinical and requires transfer to a clinical staff person.

Shared Decision-Making: Shared decision-making is a collaborative process that allows consumers and their provider(s) to make health care decisions together, taking into account the best scientific evidence available, as well as the consumer's values and preferences.

~~Source: Based on definitions from the Informed Medical Decision Foundation—<http://informedmedicaldecisions.org/what-is-shared-decision-making>~~

Staff: The Organization's employees, including full-time employees, part-time employees, and consultants.

- ~~Interpretive Note for CIN: this refers to staff of the organization or network, not to practice staff.~~
- ~~Note: May include physicians.~~

Standard Appeal: An appeal of a non-certification that is not an expedited appeal. In most cases, standard appeals will not relate to cases involving urgent care. However, standard appeals may also include secondary appeals of expedited appeals.

Statistically valid: Based on accepted statistical principles and techniques.

Glossary for Health Accreditation Standards

Stratification: A process for sorting a population of eligible consumers into groups relating to the need for disease management interventions. Stratification and assessment are inter-related, and both provide data used to assign interventions. Stratification may use a variety of data sources, including but not limited to claims, pharmacy, laboratory, or consumer-reported data.

Structured Clinical Data: Clinical information that is precise and permits exact matching against explicit medical terms, diagnoses or procedure codes, or other explicit choices, without the need for interpretation.

Target Population The group of individuals, as defined by the purchaser, who are eligible to become participants. The target population may be defined broadly (e.g., all eligible consumers regardless of health status) or narrowly (e.g., all eligible consumers who smoke).

Therapeutic: Of or relating to the treatment of disease or disorders by remedial agents or methods.

Therapeutic Interchange: Authorized exchange of therapeutic alternatives.

~~Adapted from Academy of Managed Care Pharmacy's (AMCP)
Principles of a Sound Drug Formulary System, 2000.~~

Transitional Care: A broad range of time-limited services designed to ensure health care continuity, avoid preventable poor outcomes among at-risk populations, and promote the safe and timely transfer of patients from one level of care to another or from one type of setting to another. Transitional care is complementary to, but not the same as primary care, care coordination, discharge planning, disease management, or case management. Transitional care focuses on educating patients and family caregivers to address root causes of poor outcomes and avoid preventable re-hospitalizations.

~~Source: MD Naylor, LH Aiken, ET Kurtzman, DM Olds and KB Hirschman.
The Importance of Transitional Care in Achieving Health Reform.
Health Affairs, 30, no.4 (2011):746-754.~~

Transitions of Care (also known as “Care Transitions”): Transitions of care is the movement of patients from one health care practitioner or setting to another as their condition and care needs change.

~~Source: Case Management Society of America (CMSA.org)~~

Transparency/Transparent Reporting: Is the belief that providing information about quality or value will be useful to both providers and consumers of health care services. Patients and their families have the right to the information that will help them make informed choices about health care services. If relative value information is made available to health care purchasers, the expectation is that they will make more informed decisions and may perhaps reward higher value providers of care with their business. In this way, the market will drive the provision of higher-value health care.

~~Source: The Measurement of Health Care Performance: A Primer from the CMSS
M42639 11/07 © 2007 United Healthcare Services, Inc.~~

Treating Provider: The treating provider is the individual or provider group who is primarily managing the treatment for a consumer participant in the disease management program. The treating provider is not necessarily the consumers' primary care physician. The consumer may have a different treating provider for different conditions.

Urgent Care: See "Case Involving Urgent Care."

Utilization Management (UM): Evaluation of the medical necessity, appropriateness, and efficiency of use of health care services, procedures, and facilities. Utilization management encompasses prospective, concurrent and retrospective review, as well as any review of services where authorization is required in which clinical criteria are applied to a request. UM is sometimes called "utilization review."

➤ ~~**Interpretive Note:** For the Clinically Integrated Organization, "utilization management" may include a variety of structural strategies and practice processes designed to improve care coordination and delivery of the right service by the right provider, at the right time, at the right level of care.~~

Worker: An ill or injured individual (or representative acting on behalf of the worker) who is eligible for workers' compensation benefits and who files for, or for whom a workers' compensation claim has been filed.

Working Day: The time period between 9:00 a.m. and 4:00 p.m. central standard time when the organization may receive claims and provide access to its review staff by telephone.

Written Agreements (also referred to as "agreements"): A document – including an electronic document – that specifies the terms of a relationship between the Organization and a client, consumer, or contractor. This term may include a contract and any attachments or addenda.

Written Notification: Correspondence transmitted by mail, facsimile, or electronic medium.

CORE, Version 3.0

Organizational Structure

CORE 1 - Organizational Structure

The organization has a clearly defined organizational structure outlining direct and indirect oversight responsibility throughout the organization. (2)

CORE 2 - Organization Documents

Organization's documents address: ~~(No Weight)~~

(a) Mission statement; ~~(2)~~

(b) Organizational framework for program; ~~(2)~~

(c) The population served; and ~~(2)~~

(d) Organizational oversight and reporting requirements of the program. ~~(2)~~

Policies and Procedures

CORE 3 - Policy and Procedure Maintenance, Review and Approval

The organization: ~~(No Weight)~~

- (a) Maintains and complies with written policies and documented procedures that govern core business processes of its operations related to the scope of the accreditation; ~~(Mandatory)~~
- (b) Maintains the ability to produce a master list of all such policies and procedures; ~~(2)~~
- (c) Reviews written policies and documented procedures no less than annually and revises as necessary; ~~(3)~~
- (d) Includes the following on the master list or on all written policies and documented procedures: ~~(No Weight)~~
 - (i) Effective dates, review dates, including the date of the most recent revision; and ~~(2)~~
 - (ii) Identification of approval authority. ~~(2)~~

Regulatory Compliance

CORE 4 - Regulatory Compliance

The organization implements a regulatory compliance program that: ~~(No Weight)~~

- (a) Tracks applicable laws and regulations in the jurisdictions where the organization conducts business; ~~(Mandatory)~~
- (b) Ensures the organization's compliance with applicable laws and regulations; and ~~(Mandatory)~~
- (c) Responds promptly to detected problems and takes corrective action as needed. ~~(4)~~

Inter-Departmental Coordination

CORE 5 - Inter-Departmental Coordination

The organization establishes and implements mechanisms to promote collaboration, coordination and communication across disciplines and departments within the organization, with emphasis on integrating administrative activities, quality improvement, and where present, clinical operations. (3)

Oversight of Delegated Functions

CORE 6 - Delegation Review Criteria

The organization establishes and implements criteria and processes for an assessment prior to the delegation of functions. (3)

CORE 7 - Delegation Review

Prior to delegating functions to another entity, the organization: ~~(No Weight)~~

- (a) Establishes and implements a process to conduct a review of the potential contractor's written policies and documented procedures and capacity to perform delegated functions; and ~~(3)~~
- (b) Outlines and follows criteria and processes for approving contractors. ~~(3)~~

CORE 8 - Delegation Oversight

The organization enters into written agreements with contractors that: ~~(No Weight)~~

- (a) Specify those responsibilities delegated to the contractor and those retained by the organization; ~~(2)~~
- (b) Require that services be performed in accordance with the organization's requirements and ~~URAC~~ health utilization management standards; ~~(Mandatory)~~
- (c) Require notification to the organization of any material change in the contractor's ability to perform delegated functions; ~~(4)~~
- (d) Specify that the organization may conduct surveys of the contractor, as needed; ~~(2)~~
- (e) Require that the contractor submit periodic reports to the organization regarding the performance of its delegated responsibilities; (3)
- (f) Specify recourse and/or sanctions if the contractor does not make corrections to identified problems within a specified period; ~~(2)~~
- (g) Specify the circumstances under which activities may be further delegated by the contractor, including any requirements for obtaining permission from the organization before any further delegation; and ~~(4)~~
- (h) Specify that, if the contractor further delegates organizational functions, those functions shall be subject to the terms of the written agreement between the contractor and the organization and in accordance with ~~URAC~~ health utilization management standards. ~~(Mandatory)~~

CORE 9 - Delegation Oversight

The organization establishes and implements an oversight mechanism for delegated functions within the scope of accreditation that includes: ~~(No Weight)~~

- (a) A periodic review (no less than annually) of the contractor's written policies and documented procedures and documentation of quality activities for related delegated functions; ~~(2)~~
- (b) A process to verify (no less than annually) the contractor's compliance with contractual requirements and written policies and documented procedures; and ~~(Mandatory)~~
- (c) A mechanism to monitor financial incentives to ensure that quality of care or service is not compromised. ~~(3)~~

Marketing and Sales Communications

CORE 10 - Review of Marketing and Sales Materials

The organization follows marketing and sales practices that include: ~~(No Weight)~~

- (a) Mechanisms to clearly and accurately communicate information about services inclusive of delegated activities; ~~(3)~~
- (b) ~~A formal process of~~ Inter-departmental review of marketing and sales materials before dissemination to safeguard against misrepresentations about the organization's services; ~~(3)~~
- (c) Monitoring of existing materials for accuracy; and ~~(3)~~
- (d) Responds promptly to detected problems and corrective action as needed. ~~(4)~~

Business Relationships

CORE 11 - Written Business Agreements

The organization maintains signed written agreements with all clients describing the scope of the business arrangement. (2)

CORE 12 - Client Satisfaction

The organization implements a mechanism to collect or obtain information about client satisfaction with services provided by the organization. (3)

Information Management

CORE 13 - Information Management

The organization implements information system(s) (electronic and paper) to collect, maintain and analyze information necessary for organizational management that: ~~(No Weight)~~

- (a) Provides for data integrity; ~~(Mandatory)~~
- (b) Includes a plan for storage, maintenance and destruction; and ~~(2)~~
- (c) Includes a plan for interoperability: ~~(No Weight)~~
 - (i) Between internal information systems; and ~~(Leading Indicator)~~
 - (ii) With external entity information systems. ~~(Leading Indicator)~~

CORE 14 - Business Continuity

The organization implements a business continuity plan for program operations, including information system(s) (electronic and paper) that: ~~(No Weight)~~

- (a) Identifies which systems and processes must be maintained and the effect an outage would have on the organization's program; (3)
- (b) Identifies how business continuity is maintained given various lengths of time information systems are not functioning or accessible; (3)
- (c) Is tested at least every two years; and (3)
- (d) Responds promptly to detected problems and takes corrective action as needed. (3)

CORE 15 - Information Confidentiality and Security

The organization provides for data confidentiality and security of its information system(s) (electronic and paper) by implementing written policies and/or documented procedures that address: ~~(No Weight)~~

- (a) Assessment of the potential risks and vulnerabilities to the confidentiality, integrity and availability of information systems; ~~(3)~~
- (b) Prevention of confidentiality and security breaches; and ~~(Mandatory)~~
- (c) Detection, containment and correction of confidentiality and security violations. ~~(Mandatory)~~

CORE 16 - Confidentiality of Individually-Identifiable Health Information

The organization implements written policies and/or documented procedures to protect the confidentiality of individually-identifiable health information that: ~~(No Weight)~~

- (a) Identifies how individually-identifiable health information will be used; ~~(Mandatory)~~
- (b) Specifies that individually-identifiable health information is used only for purposes necessary for conducting the business of the organization, including evaluation activities; ~~(Mandatory)~~
- (c) Addresses who will have access to individually-identifiable health information collected by the organization; ~~(Mandatory)~~
- (d) Addresses oral, written or electronic communication and records that are transmitted or stored; ~~(Mandatory)~~
- (e) Address the responsibility of organization employees, committee members and board members to preserve the confidentiality of individually-identifiable health information; and ~~(Mandatory)~~
- (f) Requires employees, committee members and board members of the organization to sign a statement that they understand their responsibility to preserve confidentiality. ~~(Mandatory)~~

Quality Management

CORE 17 - Quality Management Program

The organization maintains a quality management program that promotes objective and systematic measurement, monitoring and evaluation of services and implements quality improvement activities based upon the findings. (~~Mandatory~~)

CORE 18 - Quality Management Program Resources

The organization employs staff and/or provides the resources necessary to support the day-to-day operations of the quality management program. (3)

CORE 19 - Quality Management Program Requirements

The organization has a written description for its quality management program that: ~~(No Weight)~~

- (a) Is approved by the organization's appropriate oversight authority; ~~(2)~~
- (b) Defines the scope, objectives, activities, and structure of the quality management program; ~~(2)~~
- (c) Is reviewed and updated by the Quality Management Committee at least annually; ~~(2)~~
- (d) Defines the roles and responsibilities of the Quality Management Committee; and ~~(2)~~
- (e) Designates a member of senior management with the authority and responsibility for the overall operation of the quality management program and who serves on the Quality Management Committee. ~~(3)~~

CORE 20 - Quality Management Committee

The organization has a quality management committee that: ~~(No Weight)~~

- (a) Is granted authority for quality management by the organization's oversight authority; ~~(3)~~
- (b) Provides ongoing reporting to the organization's oversight authority; ~~(3)~~
- (c) Meets at least quarterly; ~~(3)~~
- (d) Maintains approved records of all committee meetings; ~~(2)~~
- (e) If applicable, includes at least one participating provider or receives input from participating providers; ~~(4)~~
- (f) Provides guidance to staff on quality management priorities and projects; ~~(3)~~
- (g) Approves the quality improvement projects to undertake; ~~(3)~~
- (h) Monitors progress in meeting quality improvement goals; and ~~(3)~~
- (i) Evaluates the effectiveness of the quality management program at least annually. ~~(3)~~

CORE 21 - Quality Management Documentation

The organization, as part of its quality management program, provides written documentation of: (~~No Weight~~)

- (a) Objectives and approaches utilized in the quality management activities; (~~3~~)
- (b) Identification and tracking and trending of performance measures relevant to the scope of the accreditation including, but not limited to: (~~Mandatory~~)
 - (i) Access to services; (~~3~~)
 - (ii) Complaints; and (~~3~~)
 - (iii) Satisfaction; (~~3~~)
- (c) Measures that are quantifiable and used to establish acceptable levels of performance; (~~Mandatory~~)
- (d) Measuring baseline level of performance; (~~Mandatory~~)
- (e) Re-measuring level of performance at least annually; (~~Mandatory~~)
- (f) The implementation of action plans to improve or correct identified problems or meet acceptable levels of performance on measures; (~~Mandatory~~)
- (g) The mechanisms to communicate the results of such activities to relevant staff; and (~~3~~)
- (h) The mechanism to communicate the results of such activities to the quality management committee.
(~~3~~)

CORE 22 - Quality Improvement Projects

At any given time, the organization maintains no less than two quality improvement projects that address opportunities for error reduction or performance improvement related to the services covered by the accreditation. (Mandatory)

CORE 23 - Quality Improvement Project Requirements

For each quality improvement project, the organization will: ~~(No Weight)~~

- (a) Establish measurable goals for quality improvement; ~~(3)~~
- (b) Design and implement strategies to improve performance; ~~(3)~~
- (c) Establish projected time frames for meeting goals for quality improvement; ~~(3)~~
- (d) Re-measure level of performance at least annually; ~~(3)~~
- (e) Document changes or improvements relative to the baseline measurement; and ~~(3)~~
- (f) Conduct an analysis if the performance goals are not met. ~~(3)~~

CORE 24 - Quality Improvement Projects: Consumer Organizations

For an organization that interacts with consumers: ~~(No Weight)~~

- (a) At least one of the two quality improvement projects must address consumer safety for the population served; and ~~(Mandatory)~~
- (b) If the quality improvement project is clinical in nature, then the organization demonstrates the involvement of a senior clinical staff person in judgments about the use of clinical quality measures and clinical aspects of performance. ~~(Mandatory)~~

Staff Qualifications

CORE 25 - Job Descriptions

The organization has written job descriptions for staff that address requirements pertinent to the scope of the positions' roles and responsibilities: ~~(No Weight)~~

- (a) Required education, training, and/or professional experience; ~~(2)~~
- (b) Expected professional competencies; ~~(2)~~
- (c) Appropriate licensure/certification requirements; and ~~(2)~~
- (d) Current scope of roles and responsibilities. ~~(2)~~

CORE 26 - Staff Qualifications

Staff meets qualifications as required in written job descriptions. (3)

Staff Management

CORE 27 - Staff Training Program

The organization has an ongoing training program that includes: ~~(No Weight)~~

- (a) Initial orientation and/or training for all staff before assuming assigned roles and responsibilities; ~~(2)~~
- (b) Training in current ~~URAC~~ health utilization management standards as appropriate to job functions; ~~(2)~~
- (c) Conflict of interest; ~~(4)~~
- (d) Confidentiality; ~~(Mandatory)~~
- (e) Documentation of all training provided for staff; and ~~(2)~~
- (f) Ongoing training, at a minimum annually, to maintain professional competency. ~~(2)~~

CORE 28 - Staff Operational Tools and Support

The organization provides staff with: ~~(No Weight)~~

- (a) Written policies and/or documented procedures appropriate to their jobs; ~~(2)~~
- (b) Clinical decision support tools as appropriate; and ~~(2)~~
- (c) Regulatory requirements as related to their job function. ~~(2)~~

CORE 29 - Staff Assessment Program

The organization maintains a formal assessment program for individual staff members, which includes: ~~(No Weight)~~

- (a) An annual performance appraisal; and ~~(2)~~
- (b) A review of relevant documentation produced by that individual staff member. ~~(3)~~

Clinical Staff Credentialing and Oversight Role

CORE 30 - Clinical Staff Credentialing

The organization implements a written policy and/or documented procedure to: ~~(No Weight)~~

- (a) Primary source verify the current licensure or certification of staff whose job description requires licensure or certification upon hire, and thereafter no less than every three (3) years; ~~(Mandatory)~~
- (b) Require staff to notify the organization in a timely manner of an adverse change in licensure or certification status; ~~(Mandatory)~~
- (c) Implement corrective action in response to adverse changes in licensure or certification Status; and ~~(Mandatory)~~
- (d) Primary source verify current licensure and certification upon hire, and thereafter no later than scheduled expiration. ~~(Leading Indicator)~~

CORE 31 - Senior Clinical Staff Requirements

The organization designates at least one senior clinical staff person who has: ~~(No Weight)~~

- (a) Current, unrestricted clinical license(s) (or if the license is restricted, the organization has a process to ensure job functions do not violate the restrictions imposed by the state licensure board); ~~(Mandatory)~~
- (b) Qualifications to perform clinical oversight for the services provided; ~~(Mandatory)~~
- (c) Post-graduate experience in direct patient care; and ~~(Mandatory)~~
- (d) Board certification (if the senior clinical staff person is an M.D. or D.O.). ~~(3)~~

CORE 32 - Senior Clinical Staff Responsibilities

A senior clinical staff person's program responsibilities include: (~~No Weight~~)

- (a) Provides guidance for clinical operational aspects of the program; (~~3~~)
- (b) Is responsible for oversight of clinical decision-making aspects of the program; (~~Mandatory~~)
- (c) Has periodic consultation with practitioners in the field; and (~~3~~)
- (d) Ensures the organizational objective to have qualified clinicians accountable to the organization for decisions affecting consumers. (~~Mandatory~~)

CORE 33 - Financial Incentive Policy

If the organization has a system for reimbursement, bonuses or incentives to staff or health care providers based directly on consumer utilization of health care services, then the organization implements mechanisms addressing how the organization will ensure that consumer health care is not compromised. (~~Mandatory~~)

CORE 34 - Access to Services

The organization implements written policies and/or documented procedures to ensure access to services covered by the accreditation. (~~Mandatory~~)

CORE 35 - Consumer Complaint Process

The organization maintains a formal process to address consumer complaints that includes: ~~(No Weight)~~

- (a) A process to receive and respond in a timely manner to complaints; ~~(Mandatory)~~
- (b) Notice (written or verbal) of final result with an explanation; ~~(4)~~
- (c) Informs consumers of the avenues to seek further review if an additional complaint review process is available; ~~(4)~~
- (d) Evidence of meeting the organization's specified time frame for resolution and response; and ~~(4)~~
- (e) Reporting analysis of the complaints to the quality management committee. ~~(3)~~

Consumer Protection and Empowerment

Health Care System Coordination

CORE 36 - Coordination with External Entities

The organization establishes and implements mechanisms to promote collaboration and communication with applicable external entities to coordinate health services for consumers. (4)

Consumer Protection and Empowerment

CORE 37 - Consumer Rights and Responsibilities

The organization implements a mechanism for informing consumers of their rights and responsibilities. (4)

CORE 38 - Consumer Safety Mechanism

The organization has a mechanism to respond on an urgent basis to situations that pose an immediate threat to the health and safety of consumers. (~~Mandatory~~)

CORE 39 - Consumer Satisfaction

The organization implements a mechanism to collect or obtain information about consumer satisfaction with services provided by the organization. (3)

CORE 40 - Health Literacy

The organization will implement written policies and/or documented procedures addressing health literacy that: ~~(No Weight)~~

- (a) Require consumer materials to be in plain language; ~~(Leading Indicator)~~
- (b) Assess the use of plain language in consumer documents; and ~~(Leading Indicator)~~
- (c) Provide relevant information and guidance to staff that interfaces directly with, or writes content for, consumers. ~~(Leading Indicator)~~

Health Utilization Management, Version 7.2

Review Criteria

HUM 1 - Review Criteria Requirements

The organization utilizes explicit clinical review criteria or scripts that are: ~~(No Weight)~~

- (a) Developed with involvement from appropriate providers or prescribers with current knowledge relevant to the criteria or scripts under review; ~~(3)~~
- (b) Based on current clinical principles and processes; ~~(3)~~
- (c) Evaluated at least annually and updated if necessary by: ~~(3)~~
 - (i) The organization itself; and ~~(3)~~
 - (ii) Appropriate, actively practicing physicians, pharmacists, and other providers with current knowledge relevant to the criteria or scripts under review; and ~~(Mandatory)~~
- (d) Approved by the medical director (or equivalent designate), or clinical director (or equivalent designate), ~~P&T Committee or other equivalent clinical oversight body.~~ ~~(Mandatory)~~

Accessibility of Review Services

HUM 2 - Access to Review Staff

The organization provides access to its review staff by a toll free or collect telephone line at a minimum from 9:00a.m. to 4:00 p.m. of each normal business day in ~~each time zone where the organization conducts at least two percent of its review activities~~ the central time zone. (4)

HUM 3 - Review Service Communication and Time Frames

The organization maintains processes to: ~~(No Weight)~~

- (a) Receive communications from providers and patients during the business day and after business hours; ~~(4)~~
- (b) Respond to communications within one business day; and ~~(4)~~
- (c) Conduct its outgoing communications related to utilization management during providers' reasonable and normal business hours, unless otherwise mutually agreed. ~~(4)~~

HUM 4 - Review Service Disclosures

The organization: ~~(No Weight)~~

- (a) Requires utilization management staff to identify themselves by name, title, and organization name; and ~~(2)~~
- (b) Upon request, verbally informs patients, facility personnel, the attending physician and other ordering providers, and health professionals of specific utilization management requirements and procedures. ~~(4)~~

On-Site Review Services

HUM 5 - On-Site Review Requirements

For on-site review services, the organization: ~~(No Weight)~~

- (a) Requires on-site reviewers to carry a picture ID with full name and the name of the organization; ~~(2)~~
- (b) Schedules reviews at least one business day in advance, unless otherwise agreed; and ~~(4)~~
- (c) Requires the on-site reviewers to follow reasonable hospital or facility procedures, including checking in with designated hospital or facility personnel. ~~(4)~~

HUM 6 -- N/A

~~This standard number is reserved to synchronize with URAC's Workers' Compensation Utilization Management Standards. There is no standard HUM 6. (No Weight)~~

Initial Screening

HUM 7 - Limitations in Use of Non-Clinical Staff

For initial screening, the organization limits use of non-clinical administrative staff to: ~~(No Weight)~~

- (a) Performance of review of service request for completeness of information; ~~(2)~~
- (b) Collection and transfer of non-clinical data; ~~(2)~~
- (c) Acquisition of structured clinical data; and ~~(2)~~
- (d) Activities that do not require evaluation or interpretation of clinical information. ~~(Mandatory)~~

HUM 8 - Pre-Review Screening Staff Oversight

The organization ensures that licensed health professionals are available to non-clinical administrative staff while performing initial screening. (~~Mandatory~~)

HUM 9 - Pre-Review Screening Non-Certifications

The organization does not issue non-certifications based on initial screening. (~~Mandatory~~)

Initial Clinical Review

HUM 10 - Initial Clinical Reviewer Qualifications

Individuals who conduct initial clinical review possess an active, professional license or certification: ~~(No Weight)~~

- (a) To practice as a health professional in a state or territory of the United States; and ~~(Mandatory)~~
- (b) With a scope of practice that is relevant to the clinical area(s) addressed in the initial clinical review.
~~(Mandatory)~~

HUM 11 - Initial Clinical Reviewer Resources

Individuals who conduct initial clinical review have access to consultation with a: ~~(3)~~

- (a) Licensed doctor of medicine or doctor of osteopathic medicine; or ~~(No Weight)~~
- (b) Licensed health professional in the same licensure category as the ordering provider or; ~~(No Weight)~~
- (c) Health professional with the same clinical education as the ordering provider in clinical specialties where licensure is not issued. ~~(No Weight)~~

HUM 12 - Initial Clinical Reviewer Non-Certifications

The organization does not issue non-certifications based on initial clinical review. (~~Mandatory~~)

Peer Clinical Review

HUM 13 - Peer Clinical Review Cases

The organization conducts peer clinical reviews for all cases where a certification is not issued through initial clinical review or initial screening. (~~Mandatory~~)

HUM 14 - Peer Clinical Reviewer Qualifications

Individuals who conduct peer clinical review are clinical peers who: ~~(No Weight)~~

- (a) Hold an active, unrestricted license or certification to practice medicine or a health profession in a state or territory of the United States; ~~(Mandatory)~~
- (b) Unless expressly allowed by state or federal law or regulation, are located in a state or territory of the United States when conducting a peer clinical review; ~~(Mandatory)~~
- (c) Are qualified, as determined by the medical director or clinical director, to render a clinical opinion about the medical condition, procedures, and treatment under review; and ~~(Mandatory)~~
- (d) Hold a current and valid license: ~~(Mandatory)~~
- (e) In the same licensure category as the ordering provider; or ~~(No Weight)~~
 - (i) As a doctor of medicine or doctor of osteopathic medicine. ~~(No Weight)~~

HUM 15 - Drug Utilization Management Reviewer Qualifications

When conducting drug utilization review: ~~(No Weight)~~

(a) In addition to the initial clinical reviewers described in HUM 10, certifications (only) can be rendered by pharmacy technicians who: ~~(No Weight)~~

(i) Follow HUM 1 established criteria; and ~~(Mandatory)~~

(ii) If required by state law, possess an active professional relevant license in good standing; and ~~(Mandatory)~~

(b) In addition to the clinical peers described in HUM 14, non-certifications (as well as certifications) can be rendered by pharmacists who: ~~(No Weight)~~

(i) Hold an active, unrestricted license or certification to practice pharmacy in a state or territory of the United States; ~~(Mandatory)~~

(ii) Unless expressly allowed by state or federal law or regulation, are located in a state or territory of the United States when conducting drug utilization review; ~~(Mandatory)~~

(iii) May not conduct peer clinical review non-certifications for drug utilization management if prohibited by state utilization management laws; and ~~(Mandatory)~~

(iv) May not conduct peer clinical review non-certifications for drug utilization management if the requesting party specifically requests a clinical peer. ~~(Mandatory)~~

HUM 16 - Prospective, Concurrent and Retrospective Drug Utilization Management

The organization ensures drug utilization management mechanisms using the available information and data addressing the following, where appropriate: ~~(Mandatory)~~

- (a) Therapeutic appropriateness; ~~(No Weight)~~
- (b) Over and underutilization; ~~(No Weight)~~
- (c) Generic use; ~~(No Weight)~~
- (d) Therapeutic interchange; ~~(No Weight)~~
- (e) Duplication; ~~(No Weight)~~
- (f) Drug-disease contraindications; ~~(No Weight)~~
- (g) Drug-drug or drug-allergy interactions; ~~(No Weight)~~
- (h) Drug dosage; ~~(No Weight)~~
- (i) Duration of treatment; ~~(No Weight)~~
- (j) Clinical abuse or misuse; ~~(No Weight)~~
- (k) Drug-age precautions; ~~(No Weight)~~
- (l) Drug-gender precautions; ~~(No Weight)~~
- (m) Drug-pregnancy precautions; ~~(No Weight)~~
- (n) Regulatory limitations; and ~~(No Weight)~~
- (o) Benefit design. ~~(No Weight)~~

Peer-to-Peer Conversation

HUM 17 - Peer-to-Peer Conversation Availability

Health professionals that conduct peer clinical review are available to discuss review determinations with attending physicians or other ordering providers. (4)

HUM 18 - Peer-to-Peer Conversation Alternate

When a determination is made to issue a non-certification and no peer-to-peer conversation has occurred: (~~No Weight~~)

(a) The organization provides, within one business day of a request by the attending physician or ordering provider, the opportunity to discuss the non-certification decision: (~~No Weight~~)

(i) With the clinical peer reviewer making the initial determination; or (~~4~~)

(ii) With a different clinical peer, if the original clinical peer reviewer cannot be available within one business day; and (~~4~~)

(b) If a peer-to-peer conversation or review of additional information does not result in a certification, the organization informs the provider and consumer of the right to initiate an appeal and the procedure to do so. (~~4~~)

Time Frames for Initial UM Decision

HUM 19 - Prospective Review Time Frames

For prospective review, the organization issues a determination: ~~(No Weight)~~

- (a) As soon as possible based on the clinical situation, but in no case later than 72 hours of the receipt of request for a utilization management determination, if it is a case involving urgent care; or (4)
- (b) Within 15 calendar days of the receipt of request for a utilization management determination, if it is a non-urgent case; and ~~(4)~~
- (c) For non-urgent cases, this period may be extended one time by the organization for up to 15 calendar days: ~~(No Weight)~~
 - (i) Provided that the organization determines that an extension is necessary because of matters beyond the control of the organization; and ~~(4)~~
 - (ii) Notifies the patient, prior to the expiration of the initial 15 calendar day period, of the circumstances requiring the extension and the date when the plan expects to make a decision; and ~~(4)~~
 - (iii) If a patient fails to submit necessary information to decide the case, the notice of extension must specifically describe the required information and the patient must be given at least 45 calendar days from receipt of notice to respond to the plan request for more information. ~~(4)~~

HUM 20 - Retrospective Review Time Frames

For retrospective review, the organization issues a determination: ~~(No Weight)~~

- (a) Within 30 calendar days of the receipt of request for a utilization management determination; and ~~(3)~~

- (b) This period may be extended one time by the organization for up to 15 calendar days: ~~(No Weight)~~
 - (i) Provided that the organization determines that an extension is necessary because of matters beyond the control of the organization; and ~~(4)~~

 - (ii) Notifies the patient, prior to the expiration of the initial 30 calendar day period, of the circumstances requiring the extension and the date when the plan expects to make a decision; and ~~(4)~~

 - (iii) If a patient fails to submit necessary information to decide the case, the notice of extension must specifically describe the required information and the patient must be given at least 45 calendar days from receipt of notice to respond to the plan request for more information. ~~(4)~~

HUM 21 - Concurrent Review Time Frames

For concurrent review, the organization adheres to the following time frames: ~~(No Weight)~~

- (a) For reductions or terminations in a previously approved course of treatment, the organization issues the determination early enough to allow the patient to request a review and receive a decision before the reduction or termination occurs; and ~~(4)~~

- (b) For requests to extend a current course of treatment, the organization issues the determination within: ~~(No Weight)~~
 - (i) 24 hours of the request for a utilization management determination, if it is a case involving urgent care and the request for extension was received at least 24 hours before the expiration of the currently certified period or treatments; or ~~(4)~~

 - (ii) 72 hours of the request for a utilization management determination, if it is a case involving urgent care and the request for extension was received less than 24 hours before the expiration of the currently certified period or treatments. ~~(4)~~

Notice of Certification Decisions

HUM 22 - Certification Decision Notice and Tracking

For certifications, the organization: ~~(No Weight)~~

- (a) Has a process for notification of the attending physician or other ordering provider, facility rendering service, and patient; ~~(4)~~
- (b) Includes tracking information (such as a reference number) in the notice of certification; and ~~(3)~~
- (c) Upon request from the attending physician or other ordering provider, facility rendering service, or patient, provides written notification of any certification. ~~(4)~~

HUM 23 - Continued Certification Decision Requirements

Confirmation of certification for continued hospitalization or services includes the number of extended days or units of service, the next anticipated review point, the new total number of days or services approved, and the date of admission or onset of services. (3)

Notice of Non-Certification Decisions

HUM 24 - Written Notice of Non-Certification Decisions and Rationale

For non-certifications, the organization issues written notification of the non-certification decision to the patient and attending physician or other ordering provider or facility rendering service that includes: ~~(No-Weight)~~

- (a) The principal reasons for the determination not to certify; ~~(4)~~
- (b) A statement that the clinical rationale used in making the non-certification decision will be provided, in writing, upon request; and ~~(4)~~
- (c) Instructions for: ~~(No-Weight)~~
 - (i) Initiating an appeal of the non-certification; and ~~(Mandatory)~~
 - (ii) Requesting a clinical rationale for the non-certification. ~~(Mandatory)~~

HUM 25 - Clinical Rationale for Non-Certification Requirements

Upon request from the patient, attending physician, or other ordering provider or facility rendering service, the organization provides the specific clinical rationale upon which the non-certification was based. (4)

UM Policy

HUM 26 - Prospective Review Patient Safety

To improve patient safety and reduce medical errors, the organization has implemented a mechanism to address potential safety issues identified during prospective review through to resolution. (~~Mandatory~~)

HUM 27 - Reversal of Certification Determinations

The organization does not reverse a certification determination unless it receives new information that is relevant to the certification and that was not available at the time of the original certification. (4)

HUM 28 - Frequency of Continued Reviews

The organization ensures that the frequency of reviews for the extension of initial determinations is based on the severity or complexity of the patient's condition or on necessary treatment and discharge planning activity (i.e., not routinely conducted on a daily basis). (4)

Information upon which UM is Conducted

HUM 29 - Scope of Review Information

The organization, when conducting routine prospective review, concurrent review, or retrospective review:
(~~No Weight~~)

- (a) Accepts information from any reasonably reliable source that will assist in the certification process; (~~2~~)
- (b) Collects only the information necessary to certify the admission, procedure or treatment, length of stay, or frequency or duration of services; (~~2~~)
- (c) Does not routinely require hospitals, physicians, and other providers to numerically code diagnoses or procedures to be considered for certification, but may request such codes, if available; (~~4~~)
- (d) Does not routinely request copies of all medical records on all patients reviewed; (~~4~~)
- (e) Requires only the section(s) of the medical record necessary in that specific case to certify medical necessity or appropriateness of the admission or extension of stay, frequency or duration of service, or length of anticipated inability to return to work; and (~~4~~)
- (f) Administers a process to share all clinical and demographic information on individual patients among its various clinical and administrative departments that have a need to know, to avoid duplicate requests for information from enrollees or providers. (~~3~~)
- (g) Requests a review of all records on all patients. This shall not preclude a request for copies of relevant clinical records retrospectively for clinical review for a number of purposes, including auditing the services provided, quality assurance, fraud, waste, abuse and evaluation of compliance with the terms of the health benefit plan or utilization review provisions. With the exception of reviewing records associated with an appeal or with an investigation of data discrepancies and unless otherwise provided for by contract or law, health care providers shall be entitled to reimbursement for the reasonable direct costs of duplicating requested records.
- (h) Health care providers shall be entitled to reimbursement for the reasonable direct costs of duplicating requested records, unless specified in the contract between the health plan, URO, and provider.

HUM 30 - Prospective and Concurrent Review Determinations

For prospective review and concurrent review, the organization bases review determinations solely on the medical information obtained by the organization at the time of the review determination. (4)

HUM 31 - Retrospective Review Determinations

For retrospective review, the organization bases review determinations solely on the medical information available to the attending physician or ordering provider at the time the medical care was provided. (4)

HUM 32 - Lack of Information Policy and Procedures

The organization implements policies and procedures to address situations in which it has insufficient information to conduct a review. Such policies and procedures provide for: ~~(No Weight)~~

- (a) Procedural time frames that are appropriate to the clinical circumstances of the review (i.e., prospective, concurrent and retrospective reviews); ~~(4)~~
- (b) Resolution of cases in which the necessary information is not provided to the organization within specified time frames; and ~~(4)~~
- (c) Processes by which the organization issues an administrative non-certification due to lack of information. ~~(4)~~

UM Appeals

HUM 33 - Non-Certification Appeals Process

The organization maintains a formal process to consider appeals of non-certifications that includes:
(No Weight)

(a) The availability of standard appeal for non-urgent cases and expedited appeal for cases involving urgent care; and (Mandatory)

(b) Written appeal policies and procedures that: (No Weight)

(i) Clearly describe the appeal process, including the right to appeal of the patient, provider, or facility rendering service; (Mandatory)

(ii) Provide for explicit time frames for each stage of the appeal resolution process; and (Mandatory)

(iii) Are available, upon request, to any patient, provider, or facility rendering service. (Mandatory)

HUM 34 - Appeals Process

As part of the appeals process: ~~(No Weight)~~

- (a) The organization provides the patient, provider, or facility rendering service the opportunity to submit written comments, documents, records, and other information relating to the case;
~~(Mandatory)~~

- (b) Takes all such information into account during the appeals process without regard to whether such information was submitted or considered in the initial consideration of the case; and
~~(Mandatory)~~

- (c) In instance of a first level appeal, the organization implements the decision of the first level clinical appeal if it overturns the initial denial. ~~(Mandatory)~~

HUM 35 - Appeal Peer Reviewer Qualifications

Individuals who conduct appeal considerations are clinical peers who: ~~(No Weight)~~

- (a) Hold an active, unrestricted license or certification to practice medicine or a health profession in a state or territory of the United States; ~~(Mandatory)~~
- (b) Unless expressly allowed by state or federal law or regulation, are located in a state or territory of the United States when conducting appeal considerations; ~~(Mandatory)~~
- (c) Are in the same profession, same licensure category as the ordering provider, and in a similar specialty as typically manages the medical condition, procedure, or treatment as mutually deemed appropriate; ~~(Mandatory)~~
- (d) Are neither the individual who made the original non-certification, nor the subordinate of such an individual; and ~~(Mandatory)~~
- (e) Are board-certified (if applicable) by: ~~(3)~~
 - (i) A specialty board approved by the American Board of Medical Specialties (doctors of medicine); or ~~(No Weight)~~
 - (ii) The Advisory Board of Osteopathic Specialists from the major areas of clinical services (doctors of osteopathic medicine); or ~~(No Weight)~~
 - (iii) The American Dental Association's (ADA) specialty boards or the American Board of General Dentistry (ABGD); or ~~(No Weight)~~
 - (iv) The American Board of Podiatric Surgery (ABPS) or the American Board of Podiatric Orthopedics and Primary Podiatric Medicine (ABPOPPM). ~~(No Weight)~~

HUM 36 - Drug Utilization Management Appeals: Reviewer Qualifications

In addition to the clinical peers described in standard HUM 35, individuals who conduct drug utilization management appeal considerations include pharmacists who: ~~(No Weight)~~

- (a) Hold an active, unrestricted license or certification to practice pharmacy in a state or territory of the United States; ~~(Mandatory)~~
- (b) Unless expressly allowed by state or federal law or regulation, are located in a state or territory of the United States when conducting appeal considerations; ~~(Mandatory)~~
- (c) Are neither the individual who made the original non-certification, nor the subordinate of such an individual; and ~~(Mandatory)~~
- (d) May not conduct drug utilization management appeal considerations if: ~~(No Weight)~~
 - (i) Prohibited by state appeal laws; or ~~(Mandatory)~~
 - (ii) The requesting party specifically requests a clinical peer. ~~(Mandatory)~~

HUM 37 - Reviewer Attestation Regarding Credentials and Knowledge

For each appeal case they accept, reviewers attest to: ~~(No Weight)~~

(a) Having a scope of licensure or certification that typically manages the medical condition, procedure, treatment, or issue under review; and ~~(4)~~

(b) Current, relevant experience and/or knowledge to render a determination for the case under review. ~~(4)~~

HUM 38 - Expedited Appeals Process Time Frame

Expedited appeals are completed with verbal notification of determination to the requesting party within 72 hours of the request followed by a written confirmation of the notification within 3 calendar days to the patient and attending physician or other ordering provider or facility rendering service. ~~(Mandatory)~~

HUM 39 - Standard Appeal Process Time Frame

Standard appeals are completed, and written notification of the appeal decision issued, within 30 calendar days of the receipt of the request for appeal to the patient and attending physician or other ordering provider or facility rendering service. (~~Mandatory~~)

HUM 40 - Written Notice of Upheld Non-Certifications

For appeal determinations, the organization issues written notification of the adverse appeal decision to the patient and attending physician or other ordering provider or facility rendering service that includes: ~~(No-Weight)~~

- (a) The principal reasons for the determination to uphold the non-certification; ~~(4)~~
- (b) A statement that the clinical rationale used in making the appeal decision will be provided, in writing, upon request; and ~~(4)~~
- (c) Information about additional appeal mechanisms available, if any. ~~(4)~~

HUM 41 - Appeal Record Documentation

The organization maintains records for each appeal that includes: ~~(No Weight)~~

- (a) The name of the patient, provider, and/or facility rendering service; ~~(3)~~
- (b) Copies of all correspondence from the patient, provider, or facility rendering service and the organization regarding the appeal; ~~(3)~~
- (c) Dates of appeal reviews, documentation of actions taken, and final resolution; ~~(3)~~
- (d) Minutes or transcripts of appeal proceedings (if any); and ~~(3)~~
- (e) Name and credentials of the clinical peer that meets the qualifications in standard HUM 35. ~~(3)~~