

County of San Bernardino Department of Behavioral Health

Fee-For Service Credentialing Procedure

Effective Date 09/13/2010
Revision Date 10/25/2011


 Allan Rawland, Director

Purpose To explain the stages of the credentialing process which Fee-For-Service (FFS) provider must complete to participate in the San Bernardino County Medi-Cal Managed Care Plan.

Credentialing Procedure The following table describes the steps of the FFS credentialing procedure:

Step	Action						
1	Access Unit provides FFS Provider with application packet.						
2	FFS Provider forwards completed application packet to: County of San Bernardino Department of Behavioral Health-Access Unit 850 E. Foothill Blvd. Rialto, CA 92571 ATTN: Provider Relations						
3	Access Unit performs the following: <ul style="list-style-type: none"> • Reviews application for correct and thorough completion • Runs reports from the following agencies: <ul style="list-style-type: none"> - National Practitioner Data Bank - Exclusion Program of the Office of Inspector General (OIG), the List of Excluded Individuals/Entities (LEIE) - Medi-Cal Suspended and Ineligible (S & I) - Excluded Parties List System (EPLS) - The appropriate board verifying provider's professional license is valid and in good standing 						
4	Determine if FFS provider will provide outpatient services. <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;">If yes,</td> <td>Go to Additional Procedures to Provide Outpatient Services.</td> </tr> <tr> <td>If no,</td> <td>Go to Step 6</td> </tr> </table>	If yes,	Go to Additional Procedures to Provide Outpatient Services.	If no,	Go to Step 6		
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5	Access Unit forwards application to: <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">If FFS Provider is a...</th> <th style="text-align: left;">Then the Reviewer will be...</th> </tr> </thead> <tbody> <tr> <td>Physician</td> <td>Medical Director</td> </tr> <tr> <td>Non-Physician</td> <td>Access Unit Clinic Supervisor or licensed designee</td> </tr> </tbody> </table>	If FFS Provider is a...	Then the Reviewer will be...	Physician	Medical Director	Non-Physician	Access Unit Clinic Supervisor or licensed designee
If FFS Provider is a...	Then the Reviewer will be...						
Physician	Medical Director						
Non-Physician	Access Unit Clinic Supervisor or licensed designee						
6	Reviewer approves or denies FFS providers' application.						
7	Access Unit sends letter notifying FFS provider of the decision and any additional relevant information.						

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Fee-For Service Credentialing Procedure, Continued

Additional Procedures to Provide Outpatient Services

FFS providers who will provide both inpatient and outpatient services must complete additional steps in the credentialing process. The following table describes the additional steps necessary:

Step	Action
1	Complete a credentialing application.
2	Provide credentialing fee
3	Attend DBH FFS Provider Training

Note: Application process will continue to Step 5 upon receipt of a clear credentialing report.

Related Policies

DBH Standard Practice Manual, QM6008: [Credentialing Policy](#)
