

## **Behavioral Health/Substance Use Disorder Clinic Application Procedures**

All applicants must submit the following information:

### **1. Standards of practice**

A typed narrative describing in detail the following areas of clinical functioning:

- Name and qualifications of the Clinic's Administrative Director, Clinical Director and Medical Director
- Staff listing for all clinicians to be included under agreement, including FTEs and hours of availability
- List of specific services and treatment modalities available, including specialty programs and services, if any
- Intake process

### **2. Quality management plan including:**

- Case review/supervision mechanisms
- Utilization review mechanisms
- Group emergency/on-call system
- Physician who provides medication management and/or psychopharmacological coverage

### **3. Insurance**

The clinic must maintain professional liability insurance coverage in the amount of \$1 million per incident and \$3 million in the aggregate per year covering all clinicians included in the agreement

### **4. Articles of incorporation**

A copy of the Clinic's Articles of Incorporation or similar documents submitted to the state or local authorities in order to register the group with appropriate governmental units

### **5. Licensure/Certification**

- A copy of the Clinic's state license, which includes all practice locations
- A copy of the most recent state site visit survey within the last thirty (30) months

### **6. Medicare**

Proof of Medicare participation. Example: Medicare award letter

### **7. Accreditation**

A copy of active accrediting certification, if you have one

### **8. W-9**

Completed and signed request for Taxpayer Identification and Certification