



HUMBOLDT COUNTY DEPARTMENT OF
HEALTH & HUMAN SERVICES - BEHAVIORAL HEALTH
Policy & Procedure

Policy Number	0704.881
Policy Title	Notice to Clients of Provider Contract Termination
Program	Performance Management Unit – Quality Improvement
Affects	ALL BEHAVIORAL HEALTH STAFF, CONTRACT PROVIDERS
Effective date	3/27/1998
Revision dates	
Review dates	11/2/98;12/21/1999; 1/3/ 2001; 2/22/02; 9/20/04; 9/5/2008; 12/11/10; 12/20/13; 1/14/14; 5/31/17; 8/5/20

PURPOSE

DEFINITION(S)

Healthcare Provider Taxonomy Codes - a HIPAA (**Health Insurance Portability and Accountability Act**) standard code set which is required in order to properly pay for or process a claim/encounter information transaction. The Healthcare Provider Taxonomy code divides health care providers into groupings by type, classification, and specialization, and assigns a code to each grouping. Health care providers select the taxonomy code(s) that most closely represents their education, license, or certification.

POLICY

Humboldt County Department of Health and Human Services - Behavioral Health (DHHS-BH) makes a good faith effort to give affected beneficiaries written notice of termination of a contracted Individual or Organizational Provider within 15 days after receipt or issuance of the termination notice to each beneficiary who received his or her primary care from, or was seen on a regular basis by, the terminated provider.

PROCEDURE

1. Contract Provider sends Notice of Termination to all affected beneficiaries.
2. Notice of Termination shall include:
 - 2.1. Transition plan,
 - 2.2. Referral to DHHS-BH if indicated,
 - 2.3. Information about the option to access services through DHHS-BH.
3. Contract Provider files copy of the notice in the client's record.
4. Contract Provider forwards copy of the notice to DHHS-BH Quality Improvement.

FORM(S)/ATTACHMENTS

[CFR Title 42, Section 438.10\(f\)\(5\)](#)
[QI-100 Sample Notice of Termination](#)

REFERENCE

[0704.875 Continuity of Care](#)
[Organizational Provider Manual for Specialty Mental Health Services, Section 4: Provider Responsibilities](#)