

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>Provider Network Management</b>		
<b>Title:</b>	<b>Provider Filing System</b>		
<b>Policy:</b> <input type="checkbox"/> <b>Procedure:</b> <input checked="" type="checkbox"/> <b>Page:</b> 1 of 2	<b>Review Cycle:</b> Biennial  <b>Author:</b> Chief Financial Officer	<b>Adopted Date:</b> 05.13.2025  <b>Review Date:</b>	<b>Related Policies:</b> Document Sharing Policy

**Purpose:** To address the management of Mid-State Health Network (MSHN) Substance Use Disorder (SUD) Provider specific documents filed in box and ensure sensitive and other provider specific correspondence are accessed by authorized MSHN and Provider Staff.

**Procedure:** This procedure applies to Providers documents located in box.

**Provider Folder Creation** - Upon creation of new folders and documents in MSHN-Providers-SUDSP, MSHN staff creating the folder will be responsible for assigning access rights based on the Document Sharing Policy and Information Technology (IT) Information Protection Procedure.

A. Create folders and related subfolders using the template: [1. New Folder Template](#).

1. Monitoring
2. Contracts
3. Credentialing
4. Annual Plans
5. Reports
6. Temporary Privileging
7. ASAM
8. Training
9. Technical Assistance
10. Consumer Satisfaction
11. Notices
12. MMBPIS
13. Special Initiatives
14. Other

Note: Under each subfolder above, then a folder shall be created for each FY for ease of reference and locating documents.

B. Assign Classification based on the IT Information Procedure which includes the following:

- a. Confidential – For Selected Individuals (Sharing and download restrictions apply)
- b. Internal – Not for external distribution
- c. Public – General documents for anyone to access
- d. Restricted – Contains information (Sharing, download and app restrictions apply)

**Provider Confidential Information** – This folder is owned by the MSHN staff person creating it and will be listed in box under **All Files**. A folder will be created for each provider with two subfolders as follows:

- A. Provider Terminations – Classified as Restricted for MSHN staff with a need to know and house documents illustrating rationale for contract termination regardless of initiating party.
- B. Sensitive Communication – Classified as Restricted for MSHN staff with a need to know and contain sensitive internal communications not reaching the level of contract termination.

**Applies to**

- ☒ All Mid-State Health Network Staff  
☐ Selected MSHN Staff, as follows: All Supervising Managers, Executive Support Specialist  
☐ MSHN's Affiliates: ☐ Policy Only ☐ Policy and Procedure  
☐ Other: Sub-contract Providers

**Definitions**

ASAM: American Society of Addiction Medicine

MMBPIS: Michigan's Mission-Based Performance Indicator System

MSHN: Mid-State Health Network

SUD: Substance Use Disorder

SUDSP: Substance Use Disorder Service Provider

**Other Related Materials**

N/A

**References/Legal Authority****Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
12.9.24	New procedure	Chief Financial Officer