

Updated Only for Logo and Branding

Provider Notice

To: All HealthChoices Providers
Date: December 2002
Subject: AD 03 001 Naming Conventions for Provider Communications
Originally Issued as Provider Info #AD 03-001 Administrative Update Categories of Provider *Info's*

Categories of Provider *Info's*

Provider Info's contain important information regarding expectations and processes. At this point, recurring subject areas have been identified. In all cases, the *Info* will be numbered as follows.

Example:

TR03 – 001

Category is TR (Training); Year issued is 2003; 001 indicates it is the first publication of the year.

The following categories will be used. PerformCare will begin numbering the documents according to the structure outlined below in order to make them easier to use as reference.

Categories:

- a. TR – Training Update
- b. AD – Administrative Update (Includes administrative procedures or expectations pertaining to multiple levels of care. EXCLUDES authorization procedures)
- c. BHRS - BHRS Update (Includes authorization procedures)
- d. D&A – Drug and Alcohol all LOC Update (includes authorization procedures)
- e. MH – Mental Health all LOC Updates (includes authorization procedures)

As information changes, we will rescind previous *Info's* containing incorrect information. The new numbering system will begin in January 2003. Please remember to maintain the *Provider Info's* with your Provider Manual and distribute the information widely among staff responsible for carrying out the activities.