

Partners in Recovery

POLICY AND
STANDARDS

*Applicable Arizona Department of Health Services Behavioral Health Licensing Rule(s):
R9-20-201B2.1*

Policy Name: Locum Tenen and Contract Doctor Coordination

Policy Number: HR - 0007

H.M. Gilbert Jr., Executive Director, PIR

Date

Cross Reference(s)

None

Policy Statement

Partners in Recovery will follow defined procedures for using and coordinating with Locum Tenen (LT) and Contract Doctor (CD) resources.

Purpose

To establish the acceptable procedures for requesting, setting up, scheduling and billing Locum Tenen (LT) and Contract Doctor (CD) resources.

Scope

Partners in Recovery Direct Care Clinics (DCC).

Key Terms

Locum Tenen (LT)

A Behavioral Health Medical Practitioner contracted to cover for a staff Behavioral Health Medical Practitioner for sixty days or less.

Contract Doctor (CD)

A Behavioral Health Medical Practitioner contracted to cover for a staff Behavioral Health Medical Practitioner for greater than sixty days, or to temporarily fill a vacant staff position.

Standards

- I. Requesting Locum Tenen and Contract Doctor
 - A. At the Site level, only a Site Administrator may authorize the request for a LT or CD.
 1. The Office Assistant (OA) assigned to scheduling or the Office Manager will complete the LT/CD request form and obtain the Site Administrator's signature to authorize the request.
 2. The completed request will be sent to the Adult Medical Director for review.
 3. If the Adult Medical Director agrees with the request, the completed form will be faxed to the assigned Partners in Recovery Human Resources staff.
 - B. An LT may only be requested if the staff Behavioral Health Medical Practitioner will be unavailable for a period of two weeks to sixty days.
 1. When a staff Behavioral Health Medical Practitioner will be unavailable for less than two weeks, their previously scheduled appointments should be re-scheduled or moved to another Behavioral Health Medical Practitioner's schedule.

2. If rescheduling is not possible and the absence of the staff BHMP will create medical coverage gaps for the clinic, the Adult Medical Director may approve a request for an exception.
 - C. A CD will be requested if the staff Behavioral Health Medical Practitioner will be unavailable for a period longer than 60 days, or if there is a vacant position that must be covered until a permanent replacement is found.
- II. Scheduling Process for Locum Tenen and Contract Doctor
- A. All appointments for an LT are scheduled using the Behavioral Health Medical Practitioner information.
 - B. All appointments for a CD are scheduled under the CD's ID.
 1. If the CD is not yet set up in the provider database, appointments may be scheduled using a generic Behavioral Health Medical Practitioner.
 2. Once the CD is set up in the provider database, all appointments scheduled using the generic Behavioral Health Medical Practitioner ID must be moved to the CD's schedule.
- III. Billing Process for Locum Tenen and Contract Doctor
- A. LT Billing Process
 1. All service tickets for services provided by an LT will be printed from the staff Behavioral Health Medical Practitioner's schedule;
 2. The LT must complete the service ticket with all required information and sign the service ticket in the designated area; and
 3. It is acceptable in this situation for the signature to differ from the Behavioral Health Medical Practitioner information printed at the top of the service ticket.
 - B. Contract Doctor Billing Process
 1. The billing process for a CD is identical to the billing process for a staff Behavioral Health Medical Practitioner; and
 2. Service Tickets for a CD must be printed from the CD's personal schedule and contain the CD's information. Service tickets printed using a generic Behavioral Health Medical Practitioner will be returned.

Associated Partners in Recovery Direct Care Clinics Forms & Attachments

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