

# NORTH COUNTRY COMMUNITY MENTAL HEALTH NORTHERN AFFILIATION ADMINISTRATIVE MANUAL

**CHAPTER:** Affiliation, Chapter 6  
**PROCEDURE NAME:** Practice Guidelines  
**PROCEDURE NUMBER:** 6006

## **SUMMARY**

The PIHP Quality Improvement Committee recommends, to the Operations Committee, the implementation of Practice Guidelines, as appropriate. Once adopted, this committee assures the proper dissemination and implementation of such guidelines. Practice guidelines are proposed, reviewed, adopted, disseminated and monitored pursuant to approved procedures.

## **PURPOSE**

This procedure describes how Practice Guidelines will be developed, adopted, disseminated, and monitored by the Prepaid Inpatient Health Plan.

## **DEFINITION**

Practice Parameters, Practice Guidelines - Systematically developed statements to standardize care and to assist in practitioner and patient decisions about the appropriate health care for specific circumstances. Practice guidelines are usually developed through a process that combines scientific evidence of effectiveness with expert opinion. Practice guidelines are also referred to as clinical criteria, protocols, algorithms, review criteria, and guidelines.

## **PROCEDURES**

- I. Adoption of Practice Guidelines
  - A. Guidelines that are promulgated by the Michigan Department of Community Health as contract attachments are adopted when the contract is signed.
  - B. Typically, practice guidelines are not developed internally. In the event that needed guidelines do not exist, and cannot be found in a search of existing guidelines, then a committee with appropriate clinical representation will be charged with developing a recommendation. Any such guidelines must be based on valid, reliable clinical evidence.
  - C. Practice guidelines may also be recommended by staff of comprehensive provider organizations. Any practice guidelines recommended must:
    - 1 be based on valid and reliable clinical evidence or a consensus of health care professional in the particular field or discipline, and
    - 2 consider the needs of the service population.
  - D. Practice guidelines proposed for adoption will be forwarded to the PIHP Quality Improvement Committee (PIHP QI) for review. The PIHP QI circulate the proposed practice guidelines to the following:
    - 1 comprehensive Provider Organizations,
    - 2 Partners In Care Committee,
    - 3 provider organizations, as appropriate, and
    - 4 the Quality Oversight Committee.This process will include representatives of relevant services, as well as the Northern Affiliation Medical Director. The PIHP QI will then determine, by consensus if possible and by vote if necessary, whether to recommend adoption of the practice guidelines.

- E. If the PIHP QI recommends adoption, the practice guidelines will be forwarded to the Operations Committee for review and approval. The Operations Committee will decide, by consensus or by vote, whether to approve and adopt the practice guideline. The decision of the Operations Committee will be final.
- II. Dissemination of Practice Guidelines.
    - A. Upon adoption, the Provider Network Manager will distribute the approved Practice Guidelines to all comprehensive provider organizations. If applicable, practice guidelines will be distributed to the provider organizations as well.
    - B. The Provider Network Manager will add the newly adopted practice guidelines to the Provider Manual and will have them added to the electronic version of the Provider Manual found on the Northern Affiliation website.
    - C. The Consumer Relations Specialist will disseminate the new practice guidelines to the CMHSP Consumer Councils and the Partners In Care Committee
    - D. Training will be provided as necessary, with coordination by the PIHP staff.
  - III. Monitoring Application of Practice Guidelines
    - A. When possible, the monitoring of application of new practice guidelines will be incorporated into existing review processes, including: retrospective utilization management reviews, Medicaid claims verification reviews, performance improvement project data collection, and other site visits.
    - B. When necessary, specific record review processes will be developed to provide adequate information to evaluate the implementation and impact of the practice guidelines.
    - C. Monitoring results will be reviewed by the PIHP QI.

**DISTRIBUTION:** All Service Providers

**REVIEWED:** Reviewed and Revised, January 2007

**APPROVED:** By Operations Committee, February 7, 2007

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