

**State of Oklahoma**  
**Department of Corrections**  
**Facility**  
**Contract**

# TABLE OF CONTENTS

I.	RECITALS.....	1
II.	DEFINITIONS.....	1
III.	RELATIONSHIP BETWEEN DOC AND THE FACILITY.....	3
IV.	FACILITY SERVICES AND RESPONSIBILITIES.....	4
V.	DOC SERVICES AND RESPONSIBILITIES .....	5
VI.	COMPENSATION AND BILLING.....	6
VII.	REFERRAL PROCESS.....	8
VIII.	LIABILITY AND INSURANCE .....	8
IX.	DISPUTE RESOLUTION .....	9
X.	TERM AND TERMINATION .....	9
XI.	GENERAL PROVISIONS .....	9

APPENDIX:

FACILITY CREDENTIALING INFORMATION  
FACILITY APPLICATION REQUIREMENTS  
FACILITY APPLICATION  
CONTRACT SIGNATURE PAGE

# **Oklahoma Department of Corrections Facility Contract**

This Network Facility Contract, hereinafter “Contract”, is between the Oklahoma Department of Corrections, hereinafter “DOC,” and the Network Facility, hereinafter “Facility,” identified on the Signature Page.

## **I. RECITALS**

- 1.1 The DOC is a statutory body created by 57 O.S. (2001), § 505 et seq., as amended, to administer and manage the incarceration of persons who have committed criminal offences or are otherwise subjected to criminal sanctions within the State of Oklahoma.
- 1.2 The Facility is duly licensed by the state of residence and is certified to participate in the Medicare program under Title XVIII of the Social Security Act, and/or certified by The Joint Commission or Accreditation Association for Ambulatory Health Care (AAAHC), if applicable, and shall comply with all applicable federal, state, and local laws regulating such a Facility.
- 1.3 The intent of this Contract is to provide access to enhanced quality health care, utilizing Network Facilities at an affordable, competitive cost to the DOC.

In consideration of the mutual covenants, promises and other good and valuable consideration, DOC and the Facility agree as follows:

## **II. DEFINITIONS**

- 2.1 “Allowable Fee” means the maximum amount payable to a Facility by DOC for a referred service furnished pursuant to this Contract.
- 2.2 “Base Rate” means a dollar amount by which the Medicare MS DRG Relative Weight is multiplied to obtain the MS DRG Allowable Fee.
- 2.3 “CMS” means the Centers for Medicare and Medicaid Services.
- 2.4 “Covered Services” means the Medically Necessary services delivered by a Facility pursuant to this Contract.
- 2.5 “EGID” means Employees Group Insurance Department that is contracted by the DOC to administer the claims processing in accordance with this contract.
- 2.6 “Emergency medical condition” means a medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) so that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in a condition described in clause (i), (ii), or (iii) of section 1867(e)(1)(A) of the Social Security Act (42 U.S.C. 1395dd(e)(1)(A)).

- 2.7 “Facility Services” means those acute care inpatient and outpatient Facility services that are covered by the DOC.
- 2.8 “Geometric Mean Length of Stay” (GMLOS) means the current version of the Geometric Mean Length of Stay published by CMS for each MS DRG.
- 2.9 “Inmates” means all persons within the DOC’s custody for whom the DOC is required to furnish Medical Services.
- 2.10 “Marginal Cost Factor” means a factor used in the Outlier Allowable Fee calculation.
- 2.11 “Medical” means belonging to the study and practice of medicine for the prevention, alleviation or management of a physical or mental defect, illness, or condition.
- 2.12 “Medical Services” means the professional services provided by a Network Provider and referred by the DOC.
- 2.13 “Medically Necessary” means services or supplies which are provided for the diagnosis and treatment of the medical and/or mental health/substance abuse condition and complies with criteria adopted by the DOC. Direct care and treatment are within standards of good medical practice within the community and are appropriate and necessary for the symptoms, diagnosis or treatment of the condition. The services or supplies must be the most appropriate supply or level of service which can safely be provided. For hospital stays, this means that inpatient acute care is necessary due to the intensity of services the Inmate is receiving or the severity of the Inmate’s condition, and that safe and adequate care cannot be received as an outpatient or in a less intensified medical setting. The services or supplies cannot be primarily for the convenience of the Inmate, the Inmates’ prison or jail or the provider. The fact that services and supplies are Medically Necessary does not, in itself, assure that the services or supplies are covered by the DOC.
- 2.14 “MS DRG” means Diagnosis Related Groups and is an inpatient Facility classification, as published by the CMS. The current version of the CMS MS DRG grouper will be used to determine the MS DRG. For the purposes of this Contract, the MS DRG value, as established by the DOC, shall serve as the payment rate due hereunder unless the reimbursement is to be on a per diem basis.
- 2.15 “MS DRG Allowable Fee” means the MS DRG Relative Weight multiplied by the Base Rate for non-transfer cases. For the purposes of this Contract, the MS DRG Allowable Fee, as published by the Employees Group Insurance Department (EGID), shall serve as the payment rate due hereunder unless the reimbursement is to be on a per diem basis.
- 2.16 “MS DRG Relative Weight” means the current version of the Relative Weight published by CMS for each MS DRG.
- 2.17 “Network Facility” means a certified facility that has entered into this Contract with the DOC to accept scheduled reimbursement for covered Medical Services provided to Inmates.
- 2.18 “Non-covered Services” are those services a) excluded from coverage by the DOC; or b) covered by the DOC, but inappropriately billed and therefore excluded for reimbursement based on the clinical editing software.

- 2.19 “Outlier” means a discharge which has unique characteristics and is considered to be outside established parameters for each MS DRG. A discharge is considered an Outlier if the billed charges exceed the sum of the Outlier Threshold plus the MS DRG Allowable Fee.
- 2.20 “Outlier Allowable Fee” means [Billed Charges – (MS DRG Allowable Fee + Outlier Threshold)] multiplied by the Marginal Cost Factor.
- 2.21 “Outlier Threshold” means a dollar amount by which the total billed charges on the claim must exceed the MS DRG Allowable Fee in order to qualify for an additional Outlier amount.
- 2.22 “Outpatient Services” means Medically Necessary Facility Services for treatment rendered by a Facility to an Inmate, including, but not limited to, Emergency room care, clinic care, ambulatory surgery, radiology, pathology and other services which are provided without the admission of the Inmate.
- 2.23 “Psychiatric Day Treatment” means an approved treatment that provides a therapeutic environment consisting of appropriate mental health therapy, supportive care, case management, and reintegration into the home and community.
- 2.24 “Rehabilitation” means an approved treatment that leads to the restoration of an ill or injured person to self-sufficiency at their highest attainable skill.
- 2.25 “Referral Process” means a process by which the DOC manages the authorization, scheduling, tracking and monitoring of all Medical Service appointments outside the DOC.
- 2.26 “Residential” means an approved treatment Facility which provides temporary accommodations. It is a structured, safe, and therapeutic environment in which residents receive psychotherapy appropriate to an individualized treatment plan.
- 2.27 “Skilled Nursing Facility” means an approved treatment Facility rendering services prescribed by a physician that could not be given safely or reasonably by a person who is not medically skilled and would need continuous supervision of the effectiveness of the treatment and progress of the condition of the Inmate. These services are not custodial in nature.
- 2.28 “Transfer Allowable Fee” means (MS DRG Allowable Fee/Geometric Mean Length of Stay) multiplied by (Length of Stay plus 1 day).

### **III. RELATIONSHIP BETWEEN THE DOC AND THE FACILITY**

- 3.1 The DOC has negotiated and entered into this Contract with the Facility. The Facility is an independent contractor that has entered into this Contract to become a Network Facility and is not, nor is intended to be the agent or other legal representative of the DOC in the performance of the provisions of this Contract. Nothing in this Contract shall be construed or be deemed to create a relationship contrary to that of independent contractor for the purposes of this Contract.

- 3.2 The DOC and the Facility agree that all of the parties hereto shall respect and observe the facility/patient relationship which will be established and maintained by the Facility. The Facility may choose not to establish a facility/patient relationship if the Facility would have otherwise made the decision not to establish a facility/patient relationship had the patient not been an Inmate. The Facility reserves the right to refuse to furnish services to an Inmate in the same manner as they would any other patient.
- 3.3 Nothing in this Contract is intended to be construed, or be deemed to create any rights or remedies of any third party, including but not limited to, an Inmate or a Network Provider other than the Facility named in this Contract.

#### **IV. FACILITY SERVICES AND RESPONSIBILITIES**

- 4.1 The Facility shall provide quality, Medically Necessary Facility Services to Inmates, in a cost efficient manner, when such services are ordered by a licensed practitioner of the healing arts, who is a member of the Facility's medical staff and has been awarded the prerequisite clinical privileges to order and/or perform such services. Nothing in this Contract shall be construed to require the medical staff of the Facility to perform any procedure or course of treatment which the staff deems professionally unacceptable or is contrary to Facility policy.
- 4.2 The Facility shall provide Facility Services to Inmates in the same manner and quality as those services are provided to all other patients of the Facility.
- 4.3 The Facility has, and shall maintain, in good standing while this Contract is in effect, all licenses required by law, and if applicable, certification to participate in the Medicare program under Title XVIII of the Social Security Act and/or The Joint Commission and AAAHC certification.
- 4.4 The Facility agrees to make reasonable efforts to refer Inmates to other Network Facilities with which the DOC contracts for Medical Services that the Facility cannot or chooses not to provide.
- 4.5 The Facility shall participate in the Referral Process procedures provided in Article VII and for purposes of reimbursement to abide by decisions resulting from that process subject to the Dispute Resolution Process provided in Article IX.
- 4.6 The Facility shall furnish, at no cost to the DOC, any medical and billing records covering any Facility Services, for any Inmate for which the DOC has statutory responsibility for medical care.
- 4.7 The Facility shall accurately complete the Network Facility Application which is attached to and made part of this Contract. The Facility shall notify the DOC of any change in the information contained in the Network Facility Application within fifteen (15) days of such change, including resolved litigation listed as "pending" on the original Network Facility Application.
- 4.8 The Facility shall reimburse the DOC for any overpayments made to the Facility within sixty (60) days of the Facility's receipt of the written overpayment notification or shall respond with detail within said time if Facility disputes the request for additional payment. DOC

shall provide the Facility individual letters of retraction for each patient sixty (60) days prior to the retraction being made.

As an exception, the DOC will immediately deduct overpayments due to resubmission of a corrected claim, or if information is received for a claim pending additional information that subsequently impacts a paid claim or a mutually agreed to audit adjustment.

The DOC shall be entitled to additional payment if, within two years from the date of payment, DOC notifies Facility, in writing of the overpayment.

If Facility disputes the request for additional payment, the Parties shall work cooperatively and in good faith to resolve the payment issue on an informal basis within sixty (60) days of the first notification of the overpayment. If the Parties' attempt to resolve the issue is unsuccessful, then the dispute concerning the incorrect payment shall be resolved in accordance with the Dispute Resolution Process provided in Article IX.

- 4.9 The Facility shall submit to an Inmate record audit upon fourteen (14) business days advance notice.
- 4.10 The Facility shall comply with the national standards for the electronic exchange of administrative and financial health care transactions required by the Health Insurance Portability and Accountability Act of 1996, hereinafter "HIPAA".

## **V. DOC SERVICES AND RESPONSIBILITIES**

- 5.1 The DOC agrees to pay the Facility compensation pursuant to the provisions of Article VI.
- 5.2 The DOC agrees to grant the Facility the status of "Network Facility" and to identify the Facility as a Network Facility on informational materials disseminated to prisons and county jails.
- 5.3 The DOC agrees to continue listing the Facility as a Network Facility until this Contract terminates.
- 5.4 The DOC agrees to provide the Facility with access to a listing of all Network Facilities via the Internet.
- 5.5 The DOC agrees to acknowledge the confidentiality of patient's records and to only release pertinent clinical information in accordance with state and federal guidelines.
- 5.6 The DOC shall give fourteen (14) business day notice prior to an audit. Under no circumstances shall an audit of medical records by the DOC delay payment to Facility under Article VI.
- 5.7 DOC shall reimburse the Facility for any underpayments made to the Facility within thirty (30) days of DOC's receipt of the underpayment notification, or shall respond with detail within said time if DOC disputes the request for additional payment. Facility shall be entitled to additional payment if, within two years from the date of payment, Facility notifies DOC in writing of the underpayment. If DOC disputes the request for additional payment, the Parties

shall work cooperatively and in good faith to resolve the payment issue on an informal basis within sixty (60) days of the first notification of underpayment. If the Parties' attempt to resolve the issue is unsuccessful, then the dispute concerning the payment shall be resolved in accordance with the Dispute Resolution Rights provided in Article IX.

- 5.8 DOC shall comply with the national standards for the electronic exchange of administrative and financial health care transactions required by HIPAA.

## VI. COMPENSATION AND BILLING

- 6.1 The Facility shall seek payment only from the DOC for the provision of Covered Services. The payment shall be calculated and limited to the methodologies defined by this Contract. A list of the CPT/HCPCS codes and the Allowable Fee for each code can be found at the DOC website at <https://gateway.sib.ok.gov/DOC/Login.aspx>. It is DOC's intent to review and update the fee schedule annually in accordance with current methodologies. It is DOC's further intent to update the list when new CPT/HCPCS codes are identified by the American Medical Association or CMS.
- 6.2 When processing Inpatient claims, DOC shall determine the MS DRG Allowable Fee for non-transfer cases according to the following formula:

$$\text{MS DRG Allowable Fee} = \text{MS DRG Relative Weight} \times \text{Base Rate}$$

Skilled Nursing Facility Services, Day Treatment and Residential treatment will be reimbursed utilizing the per diem methodology. In no event shall a per diem qualify as an Outlier. These benefits shall be allowed when the Inmate has received Medically Necessary Covered Services subject to the following policy limitations and conditions:

- a) DOC shall pay the MS DRG Allowable Fee even when Allowable Fee exceeds billed charges.
- b) The MS DRG shall be controlling, subject to DOC's approval and Article IX of the Contract.
- c) The MS DRG Allowable Fee does not include any physician professional component fees, which are considered for payment according to separately billed Current Procedural Terminology code Allowable Fees.
- d) DOC shall include the day of admission but not the day of discharge when computing the number of facility days provided to an Inmate. Observation Facility confinements for which a room and board charge is incurred shall be paid based on inpatient benefits.
- e) In the case of a transfer, the Transfer Allowable Fee for the transferring Facility shall be calculated as follows:

$$\text{Transfer Allowable Fee} = (\text{MS DRG Allowable Fee} / \text{Geometric Mean Length of Stay}) \times (\text{Length of Stay} + 1 \text{ day})$$



The total Transfer Allowable Fee paid to the transferring Facility shall be capped at the amount of the MS DRG Allowable Fee for a non-transfer case. DOC shall allow payment to the receiving Facility, if it is also the final discharging Facility, at the MS DRG Allowable Fee as if it were an original admission.

- f) DOC shall use the current version of the CMS MS DRG grouper to categorize what shall constitute a procedure. DOC's financial liability shall be limited to the Allowable Fee as determined by DOC.
- g) The Facility agrees not to charge more for Medical Services to Inmates than the amount normally charged by the Facility to other patients for similar services.
- h) For Outlier cases, DOC shall base its payment to the Facility using an Outlier Allowable Fee plus the MS DRG Allowable Fee. The following formula shall be utilized to calculate the Outlier Allowable Fee:

$\text{Outlier Allowable Fee} = [\text{Billed Charges} - (\text{MS DRG Allowable Fee} + \text{Outlier Threshold})] \times \text{Marginal Cost Factor}$
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- 6.3 When processing Outpatient claims, DOC agrees to pay the Facility the Allowable Fee based on appropriate billing according to the following:
  - a) DOC shall pay the Allowable Fee. If a procedure does not have an Allowable Fee, DOC will allow a percentage of the billed charges for Covered Services.
  - b) The Facility agrees not to charge more for Medical Services to Inmates than the amount normally charged by the Facility to other patients for similar services.
  - c) The Facility agrees that DOC utilizes a comprehensive claims editing system to assist in determining which charges for Covered Services to allow for payment and to assist in determining inappropriate billing and coding. Said system shall rely on Medicare and other industry standards in the development of its mutually exclusive, incidental, bundling, age conflict, gender conflict, cosmetic, experimental and procedure editing. DOC shall provide the Facility, upon request from Facility, detailed information about the processes employed in the claims editing system adopted by DOC.
- 6.4 A Facility's urban/rural status is determined by the county in which the Facility operates. Counties which are designated by the U.S. Census Bureau as a part of a Metropolitan Core Based Statistical Area (CBSA) are considered urban.
- 6.5 In a case in which the DOC is primary under applicable coordination of benefit rules, the DOC shall pay the amounts due under this Contract. In a case in which the DOC is other than primary under the coordination of benefit rules, the DOC shall pay only those amounts not payable from other sources pursuant to the applicable coordination of benefit rules, up to the DOC's maximum liability under the terms of this Contract.
- 6.6 The Facility may not bill an Inmate for Non-covered Services or the difference between the paid amount and the billed charge.
- 6.7 The Facility shall bill DOC on standard and customary forms acceptable to DOC within 120 days of providing the Facility Services, or receipt of primary payors explanation of benefits,

or from discovery that OSEEGIB is responsible for payment. The Facility shall use the current CPT/HCPCS codes with appropriate modifiers and ICD diagnostic codes, when applicable. The Facility shall furnish, upon request at no cost, all appropriate medical and billing records, reasonably required by DOC to verify and substantiate the provision of Medical Services and the charges for such services if the Inmate and the Facility are requesting reimbursement through DOC. This provision shall not apply in cases involving litigation, multiple payers, or where the Inmate has failed to notify the Facility that they were an Inmate.

- 6.8 The DOC shall reimburse the Facility within 45 days of receipt of billings that are accurate, complete and otherwise in accordance with Article VI of this Contract. The DOC will not be responsible for the delay of reimbursement due to circumstances beyond the DOC's control.

## **VII. REFERRAL PROCESS**

- 7.1 The Referral Process begins with the appropriate DOC provider diagnosing the patient with a condition that requires treatment not available within the DOC's Medical Services Department. The DOC's provider forwards the referral to the DOC's regional physician to obtain approval for the Inmate to access a Network Facility outside of the prison and/or county jail. The regional physician approves or denies the outside referral by checking the appropriate box on the referral form.
- 7.2 The DOC's provider contacts the Network Facility and the appointment is scheduled. In some cases, a telephone conference between the referring DOC provider and the outside provider may be warranted. In the event a procedure needs to be performed that is not indicated on the referral record as approved by the DOC's regional physician, a telephone conference between the outside provider and the referring provider shall be necessary.

## **VIII. LIABILITY AND INSURANCE**

- 8.1 Neither party to this Contract, the DOC nor the Facility, or any agent, employee or other representative of a party, shall be liable to third parties for any act by commission or omission of the other party in performance of this Contract and the terms and provisions herein.
- 8.2 Effective November 1, 2007, licensed medical professionals under contract with DOC who provide medical care to Inmates in DOC custody or control are employees of the State of Oklahoma for purposes of the Oklahoma Governmental Tort Claims Act (OGTCA). A licensed professional who, in good faith, provides services pursuant to this contract, and is performing the duties of his or her employment or tasks lawfully assigned, shall be treated as a state employee under the OGTCA. Coverage under the OGTCA only extends to acts under this contract. Covered professionals shall provide a history of prior claims for a period of five (5) years. In the event a demand, claim, or legal action is filed for covered acts, the covered professional shall immediately notify:

Division of Risk Management  
2401 North Lincoln Blvd. Suite 202  
Oklahoma City, OK 73152 (405) 521-4999  
FAX: (405) 522-4442  
[www.dcs.state.ok.us](http://www.dcs.state.ok.us)

Failure to notify shall be deemed failure to cooperate in the defense of the claim and may result in denial of coverage. Covered professionals should consult with their insurance carrier to determine the impact, if any, of coverage as an employee of the state of Oklahoma under the OGTC.

## **IX. DISPUTE RESOLUTION**

9.1 The Facility may participate in the Dispute Resolution Process as established by DOC and EGID and detailed in the EGID provider manual. Permitted Facility disputes include: clean claims, untimely claim submission, disagreements in regard to the amount paid on a claim, clinical editing, medical necessity, certification, and other disagreements relating to contractual provisions and issues. Issues not subject to the Dispute Resolution Process include, but are not limited to: Rights beyond the Plan's obligation to Inmates' Allowable Fee, coordination of benefits, and plan coverage and exclusions. In order to initiate the Dispute Resolution Process, Facilities shall contact EGID. Nothing in this Article shall interfere with either party's rights under Article X.

## **X. TERM AND TERMINATION**

- 10.1 It is agreed by the parties that no changes to the Contract which include coverage, fee schedule, or reimbursement methodologies, shall be made with less than sixty (60) day notice, except revisions to injectable medications, in which case DOC shall implement the revisions as soon as possible with proper and timely notification to the Facility.
- 10.2 Either party may terminate this Contract with or without cause, upon giving thirty (30) days written notice pursuant to 11.2 at any time during the term of this Contract.
- 10.3 Nothing in this Contract shall be construed to limit either party's remedies at law or in equity in the event of a material breach of this Contract.
- 10.4 Following termination of this Contract, the DOC shall continue to have access, at no cost to the DOC, to the Facility's records of care and services provided to Inmates for five years from the date of provision of the services to which the records refer.
- 10.5 This Contract shall terminate with respect to a Facility upon the loss or suspension of the Facility's license to operate in the state of residence, The Joint Commission's or Medicare certification or failure to maintain Facility's professional and general liability coverage in accordance with this Contract.

## **XI. GENERAL PROVISIONS**

- 11.1 This Contract, including any of the rights, duties, or obligations of the parties hereunder, shall not be assigned by either party without the express written consent and approval of the other party.
- 11.2 The termination notice required by the terms of this Contract, shall be provided in writing and (1) mailed by the United States Postal Service (USPS), postage prepaid, certified mail, return receipt requested; or, (2) delivered by an overnight delivery company with written delivery confirmation; or, (3) hand delivered with written delivery confirmation. Notice to

DOC shall be to the attention of DOC Network Manager, P.O. Box 57630, Oklahoma City, Oklahoma 73157-2878. Notice to the Facility shall be to the address listed on the DOC Facility Contract Signature Page. The notice shall be effective on the date indicated on the return receipt or written delivery confirmation. At any place within this Contract that notice is required, it is the intention of the parties that only those with regard to termination by either party of participation in the Contract must be sent by certified mail, a return receipt requested, at no other time when notice is required by this Contract is there an obligation by either party to use certified mail. The Network Newsletter serves as the primary method by which providers receive all other notifications mandated by the terms of the provider contracts. These notices from EGID may be sent via electronic newsletters distributed electronically to each Network Provider's correspondence email address. Printed newsletters are sent via the postal service to the mailing address on record for providers without internet access or those who have undeliverable email addresses.

- 11.3 Notwithstanding the provisions in Section 11.1, the DOC may designate an Administrator to administer any of the terms of this Contract.
- 11.4 This Contract is the entire agreement between the DOC and the Facility relating to the rights granted and the obligations assumed by the parties concerning the provision of Facility Services to Inmates. Any prior agreements, promises, negotiations, or representations, either oral or written, relating to the subject matter of this Contract, not expressly set forth in this Contract, are of no force or effect.
- 11.5 This Contract, or any part or section of it, may be amended at any time during the term of the Contract by mutual written consent of duly authorized representatives of the DOC and the Facility.
- 11.6 This Contract is subject to all applicable Oklahoma State Statutes and Rules codified at the Oklahoma Administrative Code. Any provision of this Contract, which is not in conformity with existing or future legislation, shall be considered amended to comply with such legislation. Any interpretations or disputes with respect to contract provisions shall be resolved in accordance with the laws of the State of Oklahoma.
- 11.7 The terms and provisions of this Contract shall be deemed to be severable one from the other, and determination at law or in a court of equity that one term or provision is unenforceable shall not operate so as to void the enforcement of the remaining terms and provisions of this entire Contract, or any one provision, in accordance with the intent and purpose of the parties hereto.
- 11.8 DOC and the Facility agree that this Contract may be formed according to the Oklahoma Uniform Electronic Transaction Act, 12A O.S. § 15-101 et seq. (Act). The Facility acknowledges that the Contract terms are located in Contract DOCPFCv2.1 at <https://gateway.sib.ok.gov/DOC/Contracts.aspx> and after downloading the Contract, and submitting the completed Application, signed and returned the Signature Page to DOC, DOC will note its approval on the Signature Page and return to the Facility. The Contract terms, Application, Signature page and any required information submitted by the Facility are records that may be stored as DOC electronic records under the Act.

11.9 All Providers certify that neither they nor their principals are presently debarred or suspended or otherwise ineligible according to the Excluded Parties List System (EPLS)/Office of Inspector General (OIG) excluded provider lists.

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**State of Oklahoma  
Department of Corrections  
Facility Credentialing Information  
Contract/Applications**

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The Department of Corrections (DOC) requires all three addresses on the respective pages of the application.

1. **Service Address** – This address is used for the location where health care services are performed and/or the physical location of the provider.
2. **Mailing Address** – Mailing contact information, if listed, will be utilized for all legal, contractual notices as defined in section 11.2 or 12.2 of the facility contracts. An email address must be included for this contact in order to access the online fee schedules. All notices will be sent electronically.
3. **Billing Address** – This address is used for submitting all claims to DOC for processing and appears in box 33 of the CMS-1500 claim form or box 2 on the UB-04. If box 2 is not used by the facility, the billing address appears in Box 1 of the UB-04. Claims will be paid exclusively to the billing address.

Each address must have a corresponding phone number, email address, fax number and contact person.

Insurance Certificate/Face Sheet must have name of the applicant listed as the insured. The insurance limits must be at the levels required in the contract and must indicate clearly the coverage type(s) stated in the contract. Product liability coverage in lieu of professional/medical liability is acceptable for DME only.

W-9 forms must be signed and list only the Tax ID number for each location listed on the application which will be used on claim forms

**Please return entire application packet with the new information.**

Claim information is available through the Medical and Dental Claims Administrator Web Site HealthChoice Connect at <http://www.healthchoiceconnect.com/>. Go to Provider Login, then New Provider Registration to register for a user ID and password.

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**State of Oklahoma  
Department of Corrections  
Network Facility  
Application Requirements**

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Thank you for your interest in the Department of Corrections Provider Network.

Please complete the attached Application and submit with the required attachments listed below.

Complete all sections of the application. If an area of inquiry is not applicable to the facility, please indicate. If you need additional space to provide complete answers, attach additional sheets of paper and clearly indicate the item to which each sheet applies.

*Retain the Contract for your records.*

### **REQUIRED ATTACHMENTS**

Please attach a copy of each of the following documents to your completed Application:

- Current state(s) license(s)**
- Face Sheet of current general and medical liability insurance policy**  
Insurance Certificate/Face Sheet must have the name or the Facility listed as the insured. The insurance limits must be at the levels in the Contract and must indicate clearly that it is general and medical liability coverage.
- W-9 form for each Federal Tax Identification Number**  
W-9 forms must be signed and list only the Federal Tax Identification Number listed on the Application which will be used on claim forms submitted to Department of Corrections.
- Contract Signature Page**
- Copy of Medicare Certification Letter**
- Copy of TJC, AAAHC, or CARF Accreditation (if applicable)**

**Incomplete applications will be returned**

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## Department Of Corrections Network Facility Application

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The completed Network Facility Application should be returned to the Department of Corrections at the Office of Management and Enterprise Services Employees Group Insurance Department in its entirety, accompanied by the applicable attachments. You may mail, fax or email the completed application to:

Department of Corrections  
ATTN: Network Management  
P.O. Box 57630  
Oklahoma City, Oklahoma 73157-7630  
Phone: 1-405-717-8790 or 1-844-804-2642  
Fax: 1-405-717-8977  
EGID.NetworkManagement@omes.ok.gov

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### General Information

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Legal Name of Owner: \_\_\_\_\_  
Trade Name/DBA: \_\_\_\_\_  
Medicare Facility Classification: \_\_\_\_\_ Medicare Number: \_\_\_\_\_

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### License Information

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State: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
A copy of facility license is required for each state of practice.

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### Accreditation

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Is this Facility accredited by The Joint Commission?       Yes       No  
The Joint commission Program ID Number: \_\_\_\_\_  
Date of most current accreditation: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Is this Facility accredited by the AAAHC?       Yes       No  
Date of most current accreditation: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Is this Facility accredited by CARF?       Yes       No  
Date of most current accreditation: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



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## Insurance Information

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Copy of Insurance Certificate/face sheet is required.

Please provide the following information about the Facility's current general and medical liability insurance coverage.

Name of Carrier: \_\_\_\_\_

Limits of General and Medical Liability      Per Occurrence: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

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## Important Facility Contacts

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CEO/Administrator: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

CFO: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Credentialing Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## Address Information

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Federal Tax ID Number: \_\_\_\_\_      Nation Provider Identifier Number: \_\_\_\_\_

**Attach a completed W9 form for each Federal Tax ID number.**

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### Physical Address – physical location of the Facility

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THIS ADDRESS AND PHONE NUMBER WILL APPEAR ON THE WEBSITE PROVIDER DIRECTORY.

Physical Address: \_\_\_\_\_

City

State

ZIP

Phone: \_\_\_\_\_      Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Mailing Address- for correspondence/credentialing**

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Mailing Address: \_\_\_\_\_

City

State

ZIP

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing contact information, if listed, will be utilized for all legal, contractual notices as defined in section 11.2 or 12.2 of the facility contracts. An email address must be included for this contact in order to access the online fee schedules. All notices will be sent electronically.

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**Billing/Remit Address – for claims payments and remittance statements**

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ALL BILLING INFORMATION BELOW MUST MATCH THE INFORMATION REFLECTED ON THE CLAIMS SUBMITTED.

Name Submitted on Claims: \_\_\_\_\_

Billing Office Name (if applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City

State

ZIP

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Additional Location**

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Federal Tax ID Number: \_\_\_\_\_ Nation Provider Identifier Number: \_\_\_\_\_

**Attach a completed W9 form for each Federal Tax ID number.**

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**Physical Address – physical location of the Facility**

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THIS ADDRESS AND PHONE NUMBER WILL APPEAR ON THE WEBSITE PROVIDER DIRECTORY.

Physical Address: \_\_\_\_\_

City

State

ZIP

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Mailing Address- for correspondence/credentialing**

---

Mailing Address: \_\_\_\_\_

City

State

ZIP

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Billing/Remit Address – for claims payments and remittance statements**

---

ALL BILLING INFORMATION BELOW MUST MATCH THE INFORMATION REFLECTED ON THE CLAIMS SUBMITTED.

Name Submitted on Claims: \_\_\_\_\_

Billing Office Name (if applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City

State

ZIP

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please use copies of these pages to report any additional locations.**

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**HOSPITAL AND NON-HOSPITAL BASED SERVICES; if applicable**

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Does the Hospital provide the following specialty services?

- |  |   |
|--|---|
| <input type="checkbox"/> Ambulance                               | <input type="checkbox"/> Infusion Therapy         |
| <input type="checkbox"/> Ambulatory Surgery Center               | <input type="checkbox"/> Laboratory               |
| <input type="checkbox"/> Dialysis                                | <input type="checkbox"/> Long Term Acute Care     |
| <input type="checkbox"/> Durable Medical Equipment               | <input type="checkbox"/> Psych/Substance Abuse    |
| <input type="checkbox"/> Home Health Care                        | <input type="checkbox"/> Rehabilitation           |
| <input type="checkbox"/> Hospice                                 | <input type="checkbox"/> Skilled Nursing Facility |
| <input type="checkbox"/> Independent Diagnostic Testing Facility | <input type="checkbox"/> Sleep Study              |

Does the Hospital provide the following services by a group of specialists? If yes, please list the provider group name.

- Anesthesiology Group: \_\_\_\_\_
- Emergency Physician Group: \_\_\_\_\_
- Pathology Group: \_\_\_\_\_
- Radiology Group: \_\_\_\_\_

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**State of Oklahoma**  
**Department of Corrections**  
**Facility Contract Signature Page**

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The Oklahoma Department of Corrections and the Facility incorporate by reference the terms and conditions of the Oklahoma Department of Corrections Facility Contract (Contract), located in Contract DOCPFCv2.2 at <https://gateway.sib.ok.gov/DOC>, into this Signature Page and acknowledge the Contract is an electronic record created according to 12A O.S. § 15-101 et seq. The Oklahoma Department of Corrections and the Facility further agree that the effective date of the Contract is the effective date denoted on the copy of the executed Signature Page returned to the Facility. The original of the signed document will remain on file in the office of the Oklahoma Department of Corrections.

**FOR THE FACILITY:**

**FOR DOC:**

\_\_\_\_\_  
Legal Name of Owner (Typed or Printed)

\_\_\_\_\_  
Director or Chief Medical Officer  
Department of Corrections  
3400 Martin Luther King Avenue  
Oklahoma City, OK 73111

\_\_\_\_\_  
Trade Name/DBA (Typed or Printed)

\_\_\_\_\_  
Federal Tax ID Number

Address of the Facility:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Officer or Representative (Typed or Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature Date

**Please return the completed Application, Signature Page, and required attachments to:**

**Oklahoma Department of Corrections**  
**Attn: Network Management**  
**P.O. Box 57630**  
**Oklahoma City, OK 73157-7630**  
**Phone: 405-717-8750 or 866-573-8462**  
**Fax: 405-717-8977**