



TPA / Consultants Guide

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RFP Process

Needed RFP documents include:

All documents can be found on our website under [Payers/ Resources/Payer Forms](#). Forms are updated frequently so please always access forms directly from our website for each use.

- **PCN RFP Request.pdf**
- **PCN RFP Submission Checklist.pdf**
- **PCN Data File Format for Disruption and Claims Analysis Requests.pdf**

Submit an RFP Request Form Completed in Full

- **Submission Checklist will guide you through the process**
- **Choose your PCN network**
- **Choose additional services such as Care Navigator Program, Referenced Based Pricing and Out-Of-Network Pricing**
- **Choose applicable WRAP or reciprocity networks**
- **Choose report requests such as Geo Access, Disruption, Discount Analysis, and Claims Repricing Reports**

Include Supplemental Attachments

- **Census** - only employee zip codes are required to determine the employee population in our network service areas and to create any applicable blended access fees. Please provide zips for employees only.
- **Data files for reporting** - See our Data File Format Requirements found on our website under [Payers/ Resources/Payer Forms](#).
- **Original RFP from client if applicable** - PCN is committed to providing consistent messaging to strengthen the positioning of our network as a part of the RFP process. PCN will provide responses to RFP questions applicable to our network.

Send to: **Dana McDaniel, Client Services Coordinator** DanaMcDaniel@ProviDRsCare.Net

PCN Response - average 5-10 business days from receipt of all information

- **Access Fee Letter with applicable blended rates**
- **RFP question responses**
- **Requested Reports**
- **Current Network Access Requirements**
- **Current New Client Implementation form**

RFP Submission Checklist

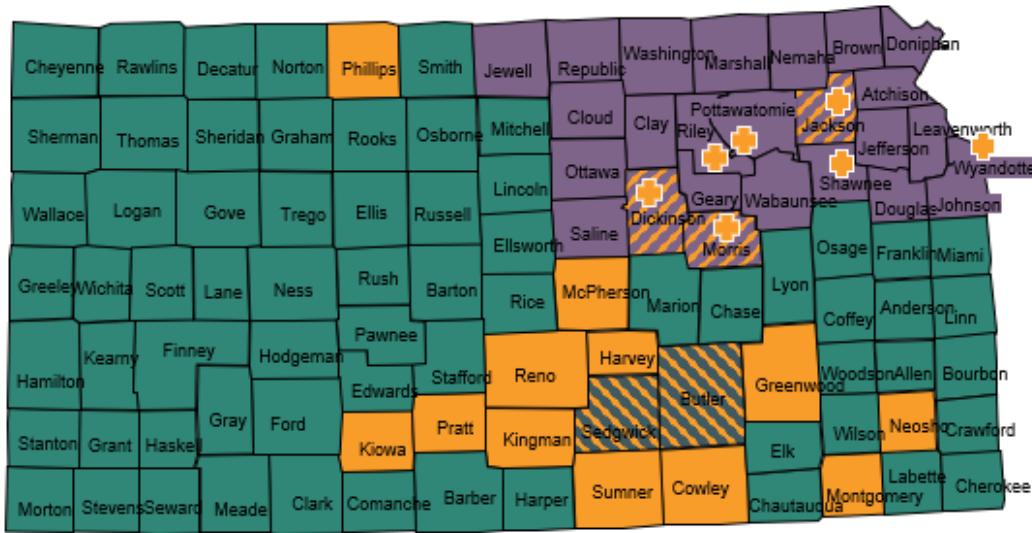
RFP Form

When completing the Network Selections to Quote section, please follow the following steps. We will provide blended access fees based on your choices.

___ Please provide complete information on all sections of the RFP form.

___ Choose either one of our PPO or NexUS network models (Please contact us for more comprehensive details on any of our products)

- **PCN** is our traditional Kansas based PPO network model. 99% of Kansas providers are in our PPO network.
 - Our **Care Navigator Program** is available as an add-on to our PPO network if you are not already gaining access to this program through one of our NexUS models.
- **Prime** is our tiered hospital network model that provides bigger discounts at Kansas Medical Center and Wesley Medical Center. Prime is available in Butler and Sedgwick counties only.
- **NexUS** is our value-based model that requires specific plan tiered benefit design differentials and PCP selection. NexUS is available in the counties on the below map in orange. There is some cross over in counties with our NexUS products as indicated on the map with purple and orange stripes.
- **NexUS Flint Hills** is our value-based model that requires specific plan tiered benefit design differentials including tiered hospitals and PCP selection. NexUS Flint Hills is available in the counties on the below map in purple. There is some cross over in counties with our NexUS products as indicated on the map with purple and orange stripes. Please note: PHP cannot be included with this model
- **NexUS Connect** moves to primary care capitation and has a formal PCP referral mechanism to manage unnecessary referrals. This product also requires specific plan design differentials and PCP selection. NexUS Connect is available in Butler and Sedgwick counties only.
- **Reference Based Pricing** Please contact Dana McDaniel to schedule a call for more information on this service.
- **Out-Of-Network Pricing** Please contact Dana McDaniel to schedule a call for more information on this service.

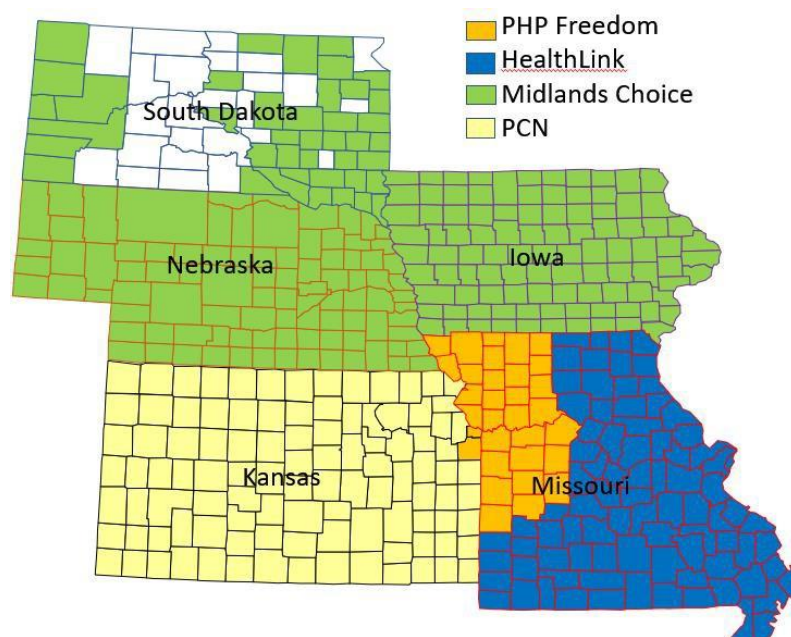


PPO Network
NexUS
NexUS Flint Hills
Tier 1 Hospitals
NexUS Connect
Prime

***Counties with multiple colors have multiple products available to them**

Choose applicable WRAP and/or reciprocity networks for the group's employee population

- **PHP Freedom** provides access to Northwest Missouri central to the KC and surrounding counties as indicated on the below map in orange. Cannot be combined with NexUS Flint Hills Models.
- **HealthLink** is an optional add on to the PHP Freedom Network covering most of the remaining areas of Missouri and Illinois indicated on the below map in blue.
- **Midlands Choice** provides access to Nebraska, Iowa and South Dakota indicated on the below map in green.
- **First Health Wrap** (which includes the network formerly known as Cofinity) provides national access outside of the regional networks.



Original RFP from Client if applicable

- PCN is committed to providing consistent messaging to strengthen the positioning of our network as a part of the RFP process. PCN will provide responses to RFP questions pertaining to network access, capabilities, and discounts.

Census Information

- Employee zip codes are the only census field we require to determine the employee population in our network service areas and to create any applicable blended access fees. Please provide zips for employees only.

Data Files

- See our Data File Format Requirements pdf for specific details on what we need to provide RFP reports found on our website under Payers/ Resources/Payer Forms.

New Client Implementation 30-60 days prior to effective date

Needed New Client Implementation documents include:

All documents can be found on our website under [Payers/ Resources/Payer Forms](#). Forms are updated frequently so please always access forms directly from our website for each use.

- PCN New Client Implementation Form.pdf
- PCN PBM Data Authorization Form.pdf
- PCN PCP Selection Spreadsheet.xlsx (if applicable for NexUS plans)

Submit a Client Implementation Form Completed in Full

- Choose your PCN network and any applicable WRAP or reciprocity networks
- Forward ID card proofs and a Summary Plan Description for approval
- ID cards must be approved by ProviDRs Care prior to printing
- Send to: [Dana McDaniel, Client Services Coordinator](#) DanaMcDaniel@ProviDRsCare.Net

Complete Agreements

- PCN will prepare agreements upon receipt of the New Client Implementation Form
- Return signed agreements to PCN as a hardcopy or electronic document
- PCN will provide a copy of fully executed agreements

Supplemental Requirements

- Submit Copy of ID Cards for Approval
- Submit Copy of SPD or SOB for Approval
- Submit Copy of EOB for Approval
- TPA will need to facilitate PCN/PBM data flow

Employee Education

Employee Meetings

- PCN staff is available to assist with employee meetings in person or via webinar

PCP Selections (NexUS groups only)

- Option 1 Have employees complete a PCP Selection/Change Forms online or printed
- Option 2 Create a one-time enrollment spreadsheet using PCN's template with required format and fields

Employee Handouts

- Finding a Doctor
- NexUS overview – customizable with your group information upon request please allow 3 business days
- NexUS Care Navigator
- NexUS PCP Selection process
- NexUS Centers of Value
- NexUS Behavioral Health Connect

Ongoing NexUS Client Services

Client Services

- Ongoing team support
- Claims resolution
- Billing Assistance

Reporting Suite (available for NexUS groups)

- Utilization reporting reviews with Client Services to include recommended plans of action
- Reports are generated by request- please allow 5-10 business days
- Savings Analysis available during renewal

Provider Nomination

All documents can be found on our website under [Payers/ Resources/Payer Forms](#). Forms are updated frequently so please always access forms directly from our website for each use.

- Use the Provider Nomination Online Form to request specific providers
- PCN Provider Relations team will work with providers to bring them into network
- Turnaround is 14-60 days depending on timing and provider response