

# **POLICY FOR ASSIMILATION OF NEWLY ASSIGNED PATIENTS FROM MANAGED CARE HEALTH PLANS**

## **Template**

**Purpose:** Our office recognizes the need to become proactive in identifying patients newly assigned to us by managed care plans and reaching out to engage them in becoming established in the practice.

**Policy:** Our practice will proactively identify and reach out to patients newly assigned to us by managed care plans in the following ways:

- ✓ Our office will check monthly the eligibility websites of managed care plans accepted in our practice for the addition of newly assigned members.
- ✓ Newly assigned members will be contacted by telephone or letter, introduced to the practice and encouraged to make an appointment to become established patients.
- ✓ Patients expressing disinterest in our practice will be urged to contact their health plan for reassignment to another practitioner.
- ✓ All patients assigned by managed care health plans, even non established patients, will be included in our registry and efforts made to provide needed preventive and disease related management services.