

Information Packet for Physician Reviewers



Resources for better healthcare

1230 O Street, Suite 120
Lincoln, NE 68508
www.cimronebraska.org
800.458.4262

Physician Reviewer Application Packet

CIMRO of Nebraska hopes you will consider joining our team of physician reviewers. To begin the credentialing process, you will need to complete and sign the following forms:

- Physician Membership/Release of Information
- Confidentiality Policy/Signature Sheet
- W-9 <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Business Designation Form

Please return the above items along with your:

- Copy of current Nebraska license
- Curriculum Vitae
- Copy of Board Certificate

To the following address:

Case Review/Beneficiary Protection Specialist
CIMRO of Nebraska
1230 O Street, Suite 120
Lincoln, NE 68508

CIMRO of Nebraska will verify the status of each potential physician reviewer's admitting privileges and state medical and federal DEA licenses. A physician reviewer must be engaged in active medical practice and have admitting privileges in one or more Nebraska hospitals. Certain physician specialists, such as hospitalists, emergency medicine physicians, pathologists, radiologists and anesthesiologists may be actively practicing and on staff at a facility, but may not necessarily have admitting privileges.

Following completion of the credentialing process, you will receive notification and a physician reviewer orientation packet. Please feel free to contact CIMRO of Nebraska at 800-458-4262 with any questions regarding completion of the forms or the peer review process

Thank you for your interest in performing peer review activities.

Bill Brock, RN, BS
Case Review/Beneficiary Protection Quality Improvement Manager

Please return this application and the following items to CIMRO of Nebraska:

1. A copy of current Nebraska License
2. A copy of other state medical license(s), if applicable
3. A copy of Board Certificate(s), if applicable
4. Signed Confidentiality Statement
5. Current Curriculum Vitae
6. Request for Taxpayer Identification Number and Certification Form

I hereby authorize CIMRO of Nebraska to contact the hospital at which I practice for the purpose of verification of my admitting privileges, license number and informal reference.

Signature: _____

Date: _____

CIMRO of Nebraska PRs will also provide peer review for the parent corporation, CIMRO. Check here if you do not want to participate in this additional service.



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TO: CIMRO of Nebraska Personnel
Committee Members
Physician Reviewers/Consultants
Board of Directors
Independent Contractors

FROM: Tina Georgy, RN, MS, Chief Executive Officer

RE: CONFIDENTIALITY POLICY

In order to emphasize the confidential nature of the services provided by CIMRO of Nebraska, the Board of Directors has mandated an annual review and acceptance of the CIMRO of Nebraska Confidentiality Policy and a signed acknowledgment of such review and acceptance by all employees and consultants of CIMRO of Nebraska, physician consultants, and the CIMRO of Nebraska Board of Directors. Please carefully review the CIMRO of Nebraska Confidentiality Policy provided herewith and then read and sign the Certification and Acceptance below and return it to me within ten days.

CERTIFICATION AND ACCEPTANCE

I have received and read the CIMRO of Nebraska Confidentiality Policy and am fully aware of my responsibility to maintain the strict confidentiality of all QIO Medicare, Medicaid, and commercial review data and information. I understand that CIMRO of Nebraska is a Utilization Management and Quality Improvement Organization (QIO) review authority and is qualified to subcontract or contract for Medicare, Medicaid, and/or commercial review. If I am involved in review activities, I understand that I am bound by CIMRO of Nebraska's Confidentiality Policy, related Federal regulations (including, but not limited to 42 CFR 476 – Utilization and Quality Control Review, 42 CFR 480 – Acquisition, Protection, and Disclosure of Quality Improvement Organization Information, and HIPAA) and State-specific regulations. I acknowledge that no non-confidential, de-identified data resulting from activity funded by CIMRO of Nebraska may be published without the prior written consent of CIMRO of Nebraska and compliance with the above referenced regulations. I also acknowledge receipt of this information and certify that I have reviewed the same.

I am likewise aware of my responsibility to maintain the strict confidentiality of the following:

- i. CIMRO of Nebraska's proprietary information, methodology, and technology;
- ii. CIMRO of Nebraska's know-how and trade secrets, including, but not limited to those relating to computer programs and technologies developed, enhanced or improved by CIMRO of Nebraska and derivatives therefrom; and

- iii. CIMRO of Nebraska's review processes and methodology used in performing its services, provided, however, that this prohibition shall not be deemed to preclude the undersigned from disclosing in general terms the nature and extent of CIMRO of Nebraska's review process and methodology for the sole purpose of reasonably apprising the medical community of the nature of the review process and its potential application to any provider of medical care or services.

I understand that a violation or threatened violation of my responsibilities may subject me to substantial legal liabilities and penalties, and to immediate termination of employment or responsibility, as the case may be.

I agree to abide by the letter and spirit of the CIMRO of Nebraska Confidentiality Policy and this CERTIFICATION AND ACCEPTANCE and accept individual responsibility to maintain the required confidentiality.

Signature

Print Name

Date Signed

Confidentiality Policy and Plan

CIMRO of Nebraska has developed the following policies, procedures and processes that meet the confidentiality and disclosure requirements set forth in Section 1160 of the Social Security Act and implementing regulations at 42 CFR 476 and 42 CFR 480; the Alcohol, Drug Abuse and Mental Health Administration (ADAMHA) Reorganization Act (42 USC 290dd-2); as well as State-specific and/or any other applicable regulations, including, without limitation, the Final HIPAA Privacy and Security Rules.

Two areas of major concern must be considered in reference to confidentiality of medical information. These are the security of the data and the responsibility of personnel to hold sensitive information in confidence and be accountable for any breach of that responsibility.

Designation of Responsible Individual

The CIMRO of Nebraska Board of Directors has designated the Chief Executive Officer of CIMRO of Nebraska to oversee and be ultimately responsible for strict adherence to this Confidentiality Policy.

Responsibilities of CIMRO of Nebraska Employees and Consultants, Independent Contractors, Vendors and Service Providers

CIMRO of Nebraska instructs all new employees and consultants of their responsibility to maintain confidentiality of information and of legal penalties for unauthorized disclosure. All employees and consultants are required to sign a *Statement of Confidentiality Employee Certification and Acceptance* form, indicating that he/she accepts responsibility to hold confidential data and information in strict confidence and is aware of CIMRO of Nebraska's dismissal policy, as well as the legal liabilities and penalties for unauthorized disclosure of data and information. This form is maintained in each employee and consultant file. In addition, all CIMRO of Nebraska staff and consultants receive an annual *CIMRO of Nebraska Confidentiality Requirements Reminder* statement.

Similarly, all other Independent Contractors, Vendors and Service Providers that have access to confidential medical information or confidential proprietary information of CIMRO of Nebraska are required to abide by the Confidentiality Policy and to execute an appropriate Certificate and Acceptance form regarding the same.

Destroying of Confidential Medical Information

Medical information which is maintained in any form and is identifiable as to individual patients, physicians and/or providers will be destroyed, if feasible, consistent with legal record retention requirements, by authorized CIMRO of Nebraska staff when the information has served the specific purpose for which it was generated.

Notification and Specific Access

Any individual patient who is the subject of data in the system will be allowed access to pertinent file data in order to ascertain the accuracy of that data. Requests for access must be made in writing to CIMRO of Nebraska and receive written approval of the CIMRO of Nebraska Board or its authorized designee.

CIMRO of Nebraska will notify the physician of record in writing at least fifteen (15) days prior to allowing an individual to access the file. The physician or his/her designee may be present at the review and clarify contents of the record. All involved parties must sign statements agreeing that no information will be removed from the CIMRO of Nebraska offices. Coded data will be interpreted by CIMRO of Nebraska staff to facilitate the review. If existing data is demonstrably incorrect, CIMRO of Nebraska will permit such data to be corrected or amended. Should an unresolved disagreement occur regarding the accuracy of the data, CIMRO of Nebraska will, upon written request, provide for submission of the contested data to arbitration. Any costs of arbitration shall be borne by the requesting party.

Dissemination and Disclosure of Confidential Data

All QIO Medicare, Medicaid, and private review data and information is strictly confidential and may not be disseminated except in accordance with the provisions hereof and applicable laws and regulations.

The following are also strictly confidential and may not be disseminated without the prior written consent of CIMRO of Nebraska:

- CIMRO of Nebraska's proprietary information, methodology and technology
- CIMRO of Nebraska's know-how and trade secrets and/or derivatives, including but not limited to those relating to computer programs and technologies developed, enhanced or improved by CIMRO of Nebraska
- CIMRO of Nebraska's review processes and methodology used in performing its services. However, general terms regarding the nature and extent of these may be disclosed for the sole purpose of reasonably apprising the medical community of the nature of the review process and its potential applications to any provider of medical care or services.

Any development, enhancements or improvements to any of the above shall be conclusively deemed to be work done for hire and for all purposes be deemed to be the exclusive property of CIMRO of Nebraska.

Data obtained from any contracts will not be released, disclosed or published except in de-identified form. Any comparative data, including utilization data, will be released in de-identified aggregate form only. Any non-confidential, de-identified data which results from an activity funded by CIMRO of Nebraska must be approved prior to publication. Except as provided herein, no patient or physician identified data will be released to anyone other than the responsible government agency, company, insurer or re-insurer with a contractual right and need to know for purposes of their adjudication of a claim for reimbursement, or serious quality problems and/or substantial quality patterns of care and related quality improvement activities or for their approval of recommended case management by CIMRO of Nebraska unless ordered by a court of competent jurisdiction. Identified data may be released pursuant to notification described under "Notification and Specific Access".

Data Subcontractors

Any data subcontractor which stores, maintains or processes confidential data collected for utilization or quality review, peer review and evaluation purposes must agree to abide by CIMRO of Nebraska's confidentiality policies and procedures. Data subcontracts must minimally assure that:

- the computer data bank limits the output of any confidential information to those persons duly authorized by CIMRO of Nebraska
- individually identifiable data will not be transferred to another system or corporation without specifying requirements for security of the data, including limitations of access
- the conditions of the transfer will provide the required security

In addition, express written approval must be obtained from the CIMRO of Nebraska Board of Directors or its designee prior to the release of any such information. Once the data is no longer required for purposes of review, appeals, program monitoring and/or evaluation, CIMRO of Nebraska will direct, and the data subcontractor will perform, the purge of personal identifiers from the data files.

Legal Requests for Information

In the event of the issuance of a subpoena or other discovery demand for any confidential information, or for a representative of CIMRO of Nebraska to testify concerning any patient, practitioner, physician reviewer, or institution, the court's attention will be called, through proper channels, to all applicable legislated and Department of Health and Human Services (DHHS) regulated QIO confidentiality provisions against disclosure of information or other applicable disclosure limitations.

Adherence to Contractual or Regulatory or Statutory Confidentiality Requirements

The CIMRO of Nebraska Board, CIMRO of Nebraska committees and staff are additionally obligated to strictly adhere to any additional confidentiality requirements applicable by virtue of contract, regulations or laws that may, from time to time, be applicable.

Data Security Procedures

A. Overview

The CIMRO of Nebraska Confidentiality Policy and related procedures are applicable to the data management process. These procedures deal with both the release or disclosure of confidential information and the physical security of this information.

The following confidentiality procedures related to CIMRO of Nebraska employees and physician consultants deal primarily with the physical security of data. However, all employees and physician consultants are informed that provisions of the CIMRO of Nebraska Confidentiality Policy which deal with the release of confidential information are also fully applicable.

For the purpose of this procedure manual, confidential materials are defined to include:

1. Patient medical records and all related review worksheet documentation, provider and physician responses.
2. Computer reports which are physician and/or patient specific.
3. Related working materials, drafts and copies of all the above which contain identifying information.
4. Physician license numbers, Medicare/Medicaid provider numbers.
5. CIMRO of Nebraska data access codes.

The major areas of concern with regard to these materials involve their:

1. Storage/use
2. Transportation
3. Release or disclosure
4. Destruction

B. Procedures

1. Storage/Use of Confidential Materials

a. CIMRO of Nebraska Facilities

- 1) Confidential materials will be stored in a secure area when not in use. Keys to the storage room and locked files will be kept by the Senior Vice President or designee in a separate locked file.
- 2) The storage area is only accessible when under the direct supervision of designated staff. Access to the storage area by other staff or members of the Board of Directors will be only with the prior knowledge and approval of the Senior Vice President or the Chief Executive Officer.
- 3) Access to the storage area by individuals other than staff or members of the Board of Directors will only be with the prior knowledge and approval of the Senior Vice President or Chief Executive Officer and any such visit will be accompanied by the Senior Vice President or the Chief Executive Officer.
- 4) In general, other work involving confidential materials - such as the preparation or use of profile reports - will be performed within the CIMRO of Nebraska corporate office. Materials related to any such work will be removed from the corporate office only with the prior knowledge of the Chief Executive Officer as to the materials concerned, purpose and involved staff.

b. Hospitals or Other Facilities

- 1) In all hospitals or other facilities where CIMRO of Nebraska performs review or other functions, the same principles of security will be observed. Confidential material will, when not in use, be stored in

a separate area to which CIMRO of Nebraska and appropriate hospital/facility personnel have sole access.

- 2) All confidential materials will be secured by hospital/facility personnel when not under the direct supervision of CIMRO of Nebraska personnel.
- 3) Under no circumstances will confidential materials be left unsupervised by CIMRO of Nebraska personnel in the hospital/facility.
- 4) Routine work utilizing confidential materials will only be performed in the hospital or other facilities.

c. The CIMRO of Nebraska Technology System

- 1) Only authorized CIMRO of Nebraska personnel will have access to the technology system.
- 2) The access codes assigned to each person will be restricted to various levels of system access so that overall system access will be controlled. An electronic copy of these codes is maintained in the system and is accessible only by the Senior Vice President and Manager, Information Technology.
- 3) On an annual basis or more frequently, if appropriate, these accessing codes will be changed. In the event of an employee termination, the SVP/Manager, IT are immediately notified and the terminated employee's access to the system is restricted.
- 4) The accessing code will be entered in a manner which conceals the code on subsequent printed reports.

2. Transportation of Confidential Materials

- a. Routine transportation of confidential materials between CIMRO of Nebraska and contractors may be accomplished by First Class mail, United Parcel Service, or similar commercial carrier. Confidential materials will be transported to and from CIMRO of Nebraska staff and physician consultants using United Parcel Service or similar commercial carrier call tag system. The confidentiality of all medical records and related information must be safeguarded at all times. Due care must be exercised in assuring the integrity of the packaging materials utilized, as well as appropriate, legible addressing to provide safe delivery.
- b. On a special basis, confidential material may be hand delivered. However, this will only be with the knowledge of the Senior Vice President. It will involve the direct delivery of materials involved and will occur during the normal working day. Confidential materials which are hand delivered must be under the direct supervision of CIMRO of Nebraska staff at all times while in transit.
- c. Only duly authorized personnel having a signed Certification & Acceptance document may prepare for shipment or receive confidential materials. Duly authorized recipients of confidential material accept responsibility of personal receipt or must have instructed other individuals receiving such materials to place these materials unopened, in a safe place for later inspection by the authorized recipient.
- d. Knowledge of the whereabouts of all confidential materials will be maintained by either a computerized program of logging materials in and out or by manual logs. Time frames for return of confidential materials are likewise maintained and appropriate follow-up initiated when unexplained delays in return occur.

3. Release/Disclosure

- a. Release or disclosure of any confidential materials is prohibited by the CIMRO of Nebraska Confidentiality Policy except as herein provided.
- b. Release of physician identifier codes to any party, including the concerned physician, will only be done with the knowledge and approval of the CIMRO of Nebraska Board of Directors or designee.
- c. This policy applies primarily to the release of material to individuals other than CIMRO of Nebraska employees or members of the CIMRO of Nebraska Board of Directors. However, it also prohibits the release of confidential materials to other staff or members of the Board of Directors who are not directly involved in the use of these materials and/or who do not have a "need to know".

4. Destruction or Return of Confidential Materials

- a. Destruction of any confidential materials will be at the discretion of the Chief Executive Officer, Senior Vice President or designated personnel and pursuant to the provisions of the CIMRO of Nebraska Confidentiality Policy.
- b. Once designated for destruction, confidential materials will be immediately shredded by the designated personnel or bonded shredder service.
- c. Return of medical records to the hospital or other health care facility instead of destruction will be in accordance with the specific provider's request.
- d. Deletion and storage of electronic confidential information will only be accomplished under the supervision of the SVP or designated IT personnel. Once confidential data is removed from the CIMRO of Nebraska server, it is only accessible from tapes, which are stored in a locked room in the media server, or in a secure offsite storage (i.e., bank vault). Tapes containing PHI are marked "Confidential - PHI - this tape must be safeguarded from unauthorized use." Only the SVP and designated IT personnel have access to the tapes and server, and destruction will be in accordance with applicable federal (including but not limited to HIPAA) and state regulations, as well as contract requirements.

Request for Taxpayer Identification Number

Please complete the W-9 form <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. The following information is required in order to process your payments and report required information to the IRS at year-end.

- Name
- Business Type
- Address
- Social security number or employer identification number (FEIN), whichever number you prefer to use for tax purposes. Only **one** number can be used per physician.
- Signature / Date

The address shown on form W-9 will be used to remit all payments. Many physicians have medical records and correspondence sent to a business address, but request that payments for services are mailed to a different address. Therefore, in order to ensure that payments are mailed to the correct location, all address changes for payment remittance must be made directly with the Finance/HR department. An updated form W-9 can be filed at any time to change this information.

If you have any questions, contact the Finance/Human Resources Department at 800-635-9407.

Small Business Designation Form

As the Quality Improvement Organization (QIO) for the State of Nebraska, CIMRO of Nebraska is a federal contractor. As such, we need to report summary information to the government concerning the dollars that we spend each year with various types of small businesses. Each agency of the government is assigned participation goals and uses this information from its contractors to show how the agency has achieved its overall goals.

We ask each individual or business that we do business with whether they qualify as a small business under one or more of the categories below so we can streamline the collection and reporting of this information.

Please check one or more of the categories below to show if you qualify as a small business.

- Name of business or sole proprietor: _____
- Small Business
- Other than a Small Business

Note: Non-profit agencies do not qualify as small businesses

Different types of businesses can have different size or revenue thresholds that can be used to "self-designate" themselves as a small business. Information can be obtained from the SBA's PRO-Net website or by calling the Small Business Administration

Small businesses could be corporations, partnerships, sole proprietorships, LLC's, etc.

If you qualify as a Small Business you may also qualify in one or more of the categories below, please check all boxes that apply.

- Small Disadvantaged Business (SDB)
- Woman-Owned Small Business (WOSB)
- Historically Under-Utilized Business Zone (HUBZone) Small Business
- Veteran Owned Small Business (VOSB)
- Service-disabled Veteran-owned Small Business (SDVOSB)

Thank you for your time and effort, and please call at 800-458-4262
if you have any questions regarding this form.

CIMRO of Nebraska
Reimbursement Policy for Physician Reviewers

Physician Reviewers (PRs) are reimbursed for case review at an hourly rate. On average, most reviews should take no more than 20-30 minutes to complete.

Attached is a sample PR reimbursement log, which provides an example of a completed log. A PR reimbursement log will accompany any records that are sent for your review. Following the review, the physician reviewer completes the sections of the PR reimbursement log "Billed From Date/Billed Thru Date", "Review Time" and "Reviewer" signature.

If you have any questions regarding reimbursement rates and/or completion of the log or other aspects of case review, please don't hesitate to call the CIMRO of Nebraska Case Review/Beneficiary Protection staff at 402-476-1399 or 1-800-458-4262.



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Reviewer Name _____

Address: _____

Office Number: _____

License Number: _____

Date Sent: _____

Date Due Back: _____

ENCLOSE CHARTS IN THE PREPAID EXPRESS ENVELOPE – MAIL AT USPS MAILBOX OR GIVE TO POSTMAN

#1 Hospital Number	#2 Patients Name	#3 Recipient Number	#4 Billed From Date	#5 Billed Thru Date	#6 Review Time – PLEASE RECORD <u>ACTUAL</u> TIME SPENT ON REVIEW	#7 Project # or Name
280081	Jones, Aaron	999999999A	01-02-08	01-03-08	20 min.	
280020	Smith, Albert	999999990A	01-03-08	01-03-08	35 min.	

SAMPLE

Mileage _____

FOR OFFICE USE ONLY				
PR <input type="checkbox"/>		Amount	AHP <input type="checkbox"/>	
GL Account	Time		Expense Code	Project/Task
5070			5071	
5110			5113.1	
5090			5091	
TOTAL				

Reviewer _____ Date _____

Review Staff _____ Date _____

Approved for Payment _____ Date _____

PLEASE SIGN SO WE CAN PROCESS FOR REIMBURSEMENT OF REVIEW TIME - THANKS