



COMPREHENSIVE CHECKLIST

PACIFIC SOURCE CONTRACT

- Read Pacific Source Contract
- Review Rate Reimbursement Schedule
- Make a decision –accept or decline participation in AMHA-NW contract with Pacific Source
- Officially accept or decline via Right Signature

PACIFIC SOURCE CREDENTIALING, RECREDENTIALING, OR UPDATING RECORDS

To do list for Pacific Source Credentialing for a provider who has no contract with Pacific Source or Reliant Behavioral Health:

- Read "Credentialing Criteria", "Interest Letter", & "Practitioner Rights Notification"
- Completed and signed Oregon Practitioner Credentialing Application
- Pacific Source AMHA-NW Participation Form, including signature from IPA coordinator
- Pacific Source Provider Interest Form
- Proof of your license
- Proof of your liability insurance
- Completed W-9 for
- Send completed documents to Denise Polacek at dpolacek@hotmail.com

To do list for Pacific Source Credentialing for a provider who has a contract directly with Pacific Source:

- Read "Credentialing Criteria", "Interest Letter", & "Practitioner Rights Notification"
- Pacific Source AMHA-NW Participation Form, including signature from IPA coordinator
- Pacific Source Provider Interest Form
- Provide a letter terminating your current contract along with a formal Pacific Source AMHA-NW contract acceptance
- Send completed documents to Denise Polacek at dpolacek@hotmail.com

To do this for Pacific Source Credentialing for a provider who has a Reliant Behavioral Health contract including Pacific Source Commercial:

- Read "Credentialing Criteria", "Interest Letter", & "Practitioner Rights Notification"
- Completed and signed Oregon Practitioner Credentialing Application
- Pacific Source AMHA NW Participation Form, including signature from IPA coordinator
- Pacific Source Provider Interest Form
- Provide a letter stating your dissociation from the Pacific Source Commercial contract to your acceptance of the Pacific Source AMHA-NW contract
- Send completed documents to Denise Polacek at dpolacek@hotmail.com

MODA

If currently a MODA provider

- Send NPI number to Denise Polacek at dpolacek@hotmail.com

Documents to complete if you are not credentialed with MODA

- Completed and signed Oregon Practitioner Credentialing Application
- Practice Survey
- Practice Specialty form
- Completed W-9 form
- Review Call Coverage Document
- Send all documents to Denise Polacek via email

SCREENINGWARE

- Go to screeningware.com and log in.
- Read ScreeningWare Administrative Guide
- Enter clients who have Pacific Source or MODA insurance.
- Begin to use the ScreeningWare to collect data

CAREPATHS CHART NOTE: AMHA-NW SUPERNOTE 4.0

- Use of CarePaths for Pacific Source and MODA clients

AMHA WEBSITE

- Confirm all data is completed and accurate on the AMHA website by [clicking here](#) and then click on “Member Log In” in the upper right hand corner to log in. This site will be where our call center, ProtoCall, will be accessing therapist information to make appropriate referrals to us.
- Be sure to check the box if accepting new clients or not
- What your appointment hours do you usually have?
- If you have been contacted by a board member to update your website information, please respond promptly to the request.