



Before completing the Practitioner Data Form, please review the following criteria required for network practitioners. Note: These check-off sheets are provided for your convenience. Please use it to ensure you meet minimum criteria and to ensure your required materials are included with your completed application packet.

AVAILABILITY

The following criteria applies to all practitioners serving the Commercial network:

- Accessible twenty-four (24) hours a day, seven (7) days a week, and agree to make appointments available within the following guidelines:
 - Extreme Emergencies -The member must be offered the opportunity to be seen **immediately or within 30 minutes.**
 - Emergency -In an emergency situation, a member must be offered the opportunity to be seen **within 6 hours** of the call for an appointment.
 - Serious Risk (Urgent) -In an urgent situation, a member must be offered the opportunity to be seen **within 48 hours** of the call for an appointment.
 - Mild/Moderate Risk (Routine) -In a routine situation, a member must be offered the opportunity to be seen **within 10 business days** of a call for an appointment.

Please see Provider Handbook, Participating Provider Responsibilities for details – (www.valueoptions.com)

PSYCHIATRISTS

- Must possess a Doctor of Medicine (MD) degree from an accredited medical school. Board certified in psychiatry as defined by the American Board of Psychiatry and Neurology OR Graduated from an accredited residency program.
- Board certified in psychiatry as defined by the American Board of Psychiatry and Neurology (ABPN) **OR** the American Osteopathic Board of Psychiatry and Neurology (AOBPN); **OR** completed a three- (3) year psychiatric residency training program approved by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA).
- Licensed to practice medicine in the state where practice is to occur.
- Must possess a current Drug Enforcement Administration (DEA) Certificate.
- State Controlled Substance Registration Certificate (where applicable)
- Graduates of foreign medical schools must submit an Educational Commission for Foreign Medical Graduates (ECFMG) Certificate.
- Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. *Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above.* Copy of current face sheet must be included (**must indicate applicant as the insured, policy period and coverage amounts and participation in the state’s catastrophic loss fund, if applicable.**)

DEVELOPMENTAL BEHAVIORAL PEDIATRICIANS

- Must possess a Doctor of Medicine (MD) degree or Doctor of Osteopathy (DO) degree from an accredited medical school.
- Licensed to practice medicine in the state where practice is to occur.
- Completed a pediatric residency-training program approved by an American Council of Graduate Medical Education (ACGME) accredited residency program.
- Completed a two year accredited Developmental Behavioral Fellowship. Prior to availability of accreditation, documentation of an accepted application to sit for the Sub-Board of Developmental Behavioral Pediatrics or an attestation from the fellowship director that the fellowship was completed and provided developmental behavioral training will be sufficient.
- Board certified in pediatrics as defined by the American Board of Pediatrics (ABP).
- Board certified in Developmental Behavioral Pediatrics by the Sub-Board of Developmental Behavioral Pediatrics within three years of credentialing or within two years of the first available exam whichever is later.
- Graduates of foreign medical schools must submit an Educational Commission for Foreign Medical Graduates (ECFMG) certificate.
- Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. *Exceptions will be made in states where the maximum amount of coverage obtainable is less than the limits above.* Copy of current face sheet must be included (**must indicate applicant as the insured, policy period and coverage amounts**).

ADDICTIONOLOGIST (non-PSYCHIATRIST)

- Must possess a Doctor of Medicine (MD) degree or Doctor of Osteopathy (DO) degree from an accredited medical school.
 - Certified by the American Board of Psychiatry and Neurology (ABPN); **OR** the American Osteopathic Board of Psychiatry and Neurology (AOBPN) with added qualification in addiction psychiatry, **OR** completed a three –(3) year residency training program accredited by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA).
 - Certified by the American Society of Addiction Medicine (ASAM) as an addictions specialist.
 - Licensed to practice medicine in the state where practice is to occur.
 - Must possess a current Drug Enforcement Administration (DEA) Certificate.
 - State Controlled Substance Registration Certificate (where applicable)
 - Graduates of foreign medical schools must submit an Educational Commission for Foreign Medical Graduates (ECFMG) Certificate.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. *Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above.* Copy of current face sheet must be included (**must indicate applicant as the insured, policy period, coverage amounts and participation in the state's catastrophic loss fund, if applicable**).
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PSYCHOLOGISTS

- Must possess Doctoral degree (PhD, EdD, PsyD) in clinical psychology or counseling psychology from an accredited college or university AND meet one of the following:
 - a. Doctorate was received from a college program on the American Psychological Association (APA) accredited list of counseling psychology or clinical psychology programs **at the time of graduation, OR**
 - b. Completion of a pre-doctoral APA approved clinical internship **at the time of graduation, OR**
 - c. Listed in the National Register of Health Service Providers in Psychology, **OR**
 - d. Be a diplomate with the American Board of Professional Psychology (ABPP) under the clinical psychology or counseling psychology categories.
 - Licensed independently as a clinical psychologist at the highest level in the state where practice is to occur.
 - All provider applicants must have a minimum of three (3) years post-licensure clinical experience in a mental health / substance abuse setting providing direct patient care. ValueOptions will consider other post licensure experience at the highest degree level.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate. *Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above.* Copy of current face sheet must be included (**must indicate applicant as the insured, policy period, coverage amounts and participation in the state's catastrophic loss fund, if applicable**).
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SOCIAL WORKERS

- Must possess Master's degree or higher from a graduate school of social work accredited by the Council on Social Work Education (CSWE).
 - State licensed or certified to practice at the highest level of independent practice in the state where practice is to occur.
 - All provider applicants must have a minimum of three (3) years post-licensure clinical experience in a mental health/substance abuse setting providing direct patient care.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate. *Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above.* Copy of current face sheet must be included (**must indicate applicant as the insured, policy period, coverage amounts and participation in the state's catastrophic loss fund, if applicable**).
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ADVANCED PRACTICE NURSE (APN)

- State licensed to practice as a nurse at the highest level of independent practice in the state where practice is to occur
- Must possess Master's degree or higher in nursing from an accredited college or university in a program recognized by the National League for Nursing (NLN) or Commission on Collegiate Nursing Education (CCNE), **OR** must meet licensing requirements acceptable by the board to practice at the highest level of independent practice in the state where practice is to occur
- Current DEA Certificate (if applicable for prescriptive authority)
- Current State Controlled Dangerous Substances (CDS) Registration (if applicable for prescriptive authority)
- Rx Number or Certification issued to the APN in order to provide prescriptive authority (if applicable for prescriptive authority)
- Certified by the American Nurses Credentialing Center (ANCC) as an APN, Board Certified (BC). The certification held must be in **one** of the following areas:
 - Clinical Specialist in Adult Psychiatric and Mental Health Nursing, or
 - Clinical Specialist in Child and Adolescent Psychiatric & Mental Health Nursing, or
 - Family Psychiatric and Mental Health Nurse Practitioner, or
 - Adult Psychiatric and Mental Health Nurse Practitioner.

(Please note: The APN BC certification is a new credential approved by the ANCC, *ValueOptions* continues to recognize current certification in the specialties listed above until June of 2005).

- All provider applicants must have a minimum of three (3) years post-licensure experience in a mental health /substance abuse setting providing direct patient care.
- The APN is required to maintain compliance with collaboration/supervision licensing requirements issued by the State(s) in which you practice. In states that require the APN to hold a collaborative agreement with a physician, *ValueOptions* requires the APN to be supervised by a psychiatrist (MD or DO), the APN must submit a copy of the agreement.
- APN's with prescriptive authority must possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$3,000,000 aggregate. APN's without prescriptive authority must possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate.

Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above. Copy of current face sheet must be included (must indicate applicant as the insured, policy period, coverage amounts and participation in the state's catastrophic loss fund, if applicable)

PROFESSIONAL COUNSELORS

- Must possess Master's degree or higher in a mental health discipline.
- State licensed or certified at the highest level of independent practice in the state where practice is to occur. Only acceptable in those states where clinical experience and exam requirements equal or exceed 2 years or 2,000 hours of clinical experience or 1,000 hours of direct clinical contact (face-to-face) under an approved supervisor as defined by the appropriate state regulatory agency. Must have received 100 hours of face-to-face supervision by an approved supervisor (as defined by the state) during the first two years of post-graduate direct clinical experience.
- All provider applicants must have a minimum of three (3) years post-licensure clinical experience in a mental health/substance abuse setting providing direct patient care.
- Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate. *Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above. Copy of current face sheet must be included (must indicate applicant as the insured, policy period, coverage amounts and participation in the state's catastrophic loss fund, if applicable).*

MARRIAGE & FAMILY THERAPIST

- Must possess Master's degree or higher in mental health discipline.
- State licensed or certified at the highest level of independent practice in the state where practice is to occur. Only acceptable in those states whose clinical experience and exam requirements equal or exceed 2 years or 2,000 hours of clinical experience or 1,000 hours of direct clinical contact (face-to-face) under an approved supervisor as defined by the appropriate state regulatory agency. Must have received 100 hours of face-to-face supervision by an approved supervisor (as defined by the state) during the first two years of post-graduate direct clinical experience.
- All provider applicants must have a minimum of three (3) years post-licensure clinical experience in a mental health/substance abuse setting providing direct patient care.
- Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate. *Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above. Copy of current face sheet must be included (must indicate applicant as the insured, policy period, coverage amounts and participation in the state's catastrophic loss fund, if applicable).*

PASTORAL COUNSELORS

- Must possess Master's degree or higher in mental health discipline.
 - Must be licensed in one of the disciplines recognized by *ValueOptions* (MD/DO, PSY, SW, RNCS, ARNP, MFT, or LPC) at the highest level of independent practice in the state where the practice is to occur and meet the *ValueOptions* credentialing criteria. **OR** Must be licensed or certified as a Pastoral Counselor in Maine, New Hampshire, North Carolina, Idaho, Indiana, or Tennessee.
 - All provider applicants must have a minimum of three (3) years post-licensure clinical experience in a mental health/substance abuse setting providing direct patient care.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate. *Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above. Copy of current face sheet must be included (must indicate applicant as the insured, policy period, coverage amounts and participation in the state's catastrophic loss fund, if applicable).*
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Criteria for Specialty Networks Voluntary Participation

EAP COUNSELORS

- Must be licensed in one of the disciplines recognized by ValueOptions (MD/DO, PSY, SW, RNCS, ARNP, MFT, or LPC) at the highest level of independent practice in the state where the practice is to occur and meet ValueOptions credentialing criteria.
 - All provider applicants must have a minimum of three (3) years post licensure experience in a mental health / substance abuse / EAP setting providing direct patient care.
 - Possess professional liability coverage at a minimum level of \$1,000,000 per episode and \$1,000,000 aggregate. *Exceptions may be made in states where the maximum amount of coverage obtainable is less than the limits above.* Copy of the current face sheet must be included (**must indicate the applicant as the insured, policy period, coverage amounts and participation in the state's catastrophic loss fund, if applicable**).
 - Must possess knowledge and work experience of EAP Core Technology by:
 - Active status as a Certified Employee Assistance Professional (CEAP); **or**
 - Two (2) years of verifiable experience as an internal EAP counselor and/or as an external EAP consultant to other organizations. Examples of verifiable experience include but are not limited to:
 - Management and/or union representative consultation on the impact of personal problems on work, performance issues, the appropriate use of constructive confrontation and the role of the EAP.
 - Direct care functions of an EAP practice including assessment referral, short-term counseling and linkage to treatment and/or community resources.
 - Crisis Intervention including critical incident stress management (CISM) services.
 - Training and experience in organizational dynamics/development, human resource management or industrial social work / psychology.
 - Assessment and identification of drug and alcohol abuse / dependency problems and appropriate treatment interventions.
 - Must possess knowledge and work experience in the assessment and treatment of substance abuse by:
 - Active status as a Certified Employee Assistance Professional (CEAP) with an acceptable level of experience in the assessment and/or treatment of chemical dependency, **or**
 - Possess one year of experience in a substance abuse treatment facility: **or**
 - Completed a state-level certification acceptable to support eligibility for the National Certified Addiction Counselor (NCAC) credential: **or**
 - Possess International Certified Alcohol and Drug Counselor Certification (ICADC): **or**
 - Possess a minimum of six (6) units of continuing education (CEU's, PDH's etc) in chemical dependency assessment/treatment: **or**
 - Completed three (3) graduate level hours of coursework in chemical dependency.
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DISABILITY ASSESSMENT SPECIALIST

- Must meet *ValueOptions* commercial credentialing criteria in force for either **psychiatrist** or **psychologist** at the time of application.
 - Must accept a referral from a *ValueOptions* Care Manager within 4 hours and schedule a face-to-face evaluation of the patient within 72 hours of contact with the *ValueOptions* Care Manager.
 - Must have two years of experience performing disability evaluations.
 - Must have an understanding of how work place issues impact clinical presentations involving psychiatric disability claims.
 - Must be willing to collect information from collateral sources in order to assess pre-impairment functioning.
 - Must be able to assign impairment and/or disability ratings.
 - Psychologist must be able to administer, score, and interpret a battery of psychological tests that evaluates current status, enables prognostic statements, and has the potential to detect malingering.
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DISABILITY TREATMENT SPECIALIST

- Must meet the *ValueOptions* commercial criteria in force for either **psychiatrist, psychologist, social worker, psychiatric nurse, marriage and family therapist, or licensed professional counselor** at the time of application.
 - Must have 2 years of experience providing psychotherapeutic services to people with psychiatric disabilities.
 - Must have demonstrated experience in the treatment and management of cases involving psychiatric disabilities.
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FITNESS FOR DUTY ASSESSOR

- Must meet the *ValueOptions* commercial criteria in force for either **psychiatrist** (MD/DO) or **psychologist** (PhD, PsyD, EdD) or **Addictionologist** at the time of application.
- Must be able to schedule an appointment within 24 hours of your acceptance of referral from a *ValueOptions* Care Manager.