




United Behavioral Health

Delegation of Optum Pierce Behavioral Health Organization Authority			Policy Identifier/Number: AD-14A
Annual Review Completed Date: February 2018			
Policy Category: Government - Pierce Regional Support Network	Applicable Lines of Business: Medicaid	Entity/Plan: Optum Pierce Behavioral Health Organization	State: Pierce County, Washington
Approved by: Bea Dixon, Executive Director		Signature: 	

Policy Statement and Purpose

Optum Pierce Behavioral Health Organization (BHO) assumes its full contractual responsibilities in performing all BHO functions. The BHO does not sub-delegate BHO responsibilities for Care Management, Authorization Standards, Quality Management, or Management Information System to a Community Mental Health Agency (CMHA) or other group. The BHO maintains an internal process for delegation of any BHO authority to any personnel other than the Executive Director.

To describe the authority and delegation of authority by the Optum Pierce BHO internally and externally.

Policy Audience and Applicability

This policy is applicable to the Optum Pierce BHO and benefits administered through the Washington State Department of Social and Health Services (DSHS) current Prepaid Inpatient Health Plan (PIHP).

Policy Definitions

N/A

Policy Provisions

1. Optum Pierce (BHO) employee authority
 - 1.1. The BHO Executor Director maintains sole authority to sign all contracts, subcontracts, vendor contracts and binding written communications.
 - 1.2. The Executive Director may issue written sub-delegations to BHO employees for certain authorizations for services requiring a BHO signature in writing.
 - 1.3. A Sub-delegation form, approved by the Executive Director, must authorize

Optum is responsible for adhering to all applicable state and/or federal laws governing activities within the scope of this policy, including the Mental Health Parity and Addiction Equity Act (MHPAEA) and the Health Insurance Portability and Accountability Act (HIPAA) privacy requirements, as well as the applicable requirements, standards and regulations as set forth by the Employee Retirement Income Security Act (ERISA), the Center for Medicare and Medicaid Services (CMS), the Department of Labor (DoL), and any applicable accrediting organizations.

these BHO internal sub-delegations.

1.4. The finance manager will maintain a file of all completed Sub-Delegation forms.

2. Community Mental Health Agency Authority

2.1. Community Mental Health Agency (CMHA) personnel may not sign any document as a representative of the BHO.

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Related Policies, Procedures & Materials

Attachment A: Sub-delegation of Signature Form

Attachments

N/A

Approval History

- Policy created and effective: 03/2012
- Operational Procedures and Standards Committee reviewed and accepted: 09/22/2014
- Operational Procedures and Standards Committee reviewed and accepted: 01/25/2017
- Optum Pierce BHO reviewed and accepted: February 2018