

Contingency Plan

In the event that a WC Network has delegated any function to a carrier or a third party, there must be a written contingency plan to document how a network would reassume all of the delegated job functions.

<i>WHAT</i>	<i>ACTION TAKEN</i>	<i>HOW ACTION IS TAKEN</i>	<i>WHO IS RESPONSIBLE</i>	<i>DUE DATE</i>	<i>WHEN COMPLETED</i>	<i>Initials</i>
<i>Delegation terminates</i>	<i>Notification of: Carrier, Program Directors as applicable, QI Prog., TDI if applicable</i>	<i>By phone, e-mail, fax</i>	<i>Claims Director (Network Director, Contract Director, etc)</i>	<i>Within 2 business days</i>		
<i>Notification of Affected Parties</i>						
<i>Request Reports / Documentation</i>						
<i>Assign staff to assume responsibilities</i>						
<i>Training of new staff</i>						
<i>Follow-up reporting of assumed duties</i>						
<i>Decide to re-contract function</i>						
<i>Pre-delegation Audit</i>						
<i>Delegation Agreement to new 3rd Party</i>						