

Terminate a Provider

Termination or reactivation of a terminated provider can be entered in ACO for non-participating (NP) Hospitals, NF (024), Medicaid HHA, and ICF/IID providers, but must be completed in ARO. For all other provider types, terminations and reactivations are entered in ARO.

To Terminate a Provider:

1 Select Facility to Terminate

- Open **ACO**.
- Expand My Selection, right-click the **ICF/IID** selection set, and select **Activate**.
- Locate and expand **<A> - Terminate Provider**, where A is your training letter.
- Right-click the most current certification and select **Certification Kit**.

2 Update Certification Kit (ACO)

- Select the **Tracking** tab.
- Scroll down and select the **Termination** tab.
- Click **Add Termination Event** to open the Termination Tracking Event window.
- In the Termination Type field, select 39 – NON-COMPLIANCE WITH CoPs – 90 DAY TERMINATION.
- Termination Start Date: **Yesterday's date**
- In the Responsible Party section, assign yourself as the RO and SA.
The remaining steps for the termination event are completed in ARO. So we will send an action item to the RO to let them know.
- In the Activities/Action Items section, click **Add**.
- Select **01 Electronic Contact**. The Sent date field automatically populates with today's date.
- Click **Add R.O.**, and select yourself as the R.O. Recipient, and click **OK**.
- Type **Complete termination event** in the Comments field, and click **OK**.
- Click **OK** to close the Termination Tracking Event window, then click **Done** to close the certification kit.
An Action Item for the termination event is sent to the RO.
- Close **ACO**.

3 Update Certification Kit (ARO)

The RO receives an Action Item regarding the termination event, and completes the termination process in ARO.

➤ Open **ARO**.

Notice your Action Item in the Detail View pane. It is assigned to you as the RO, with the “Complete Termination Event” comment you entered in ACO.

➤ Change My Selection set to **ICF/IID**.

➤ Locate and expand **<A> - Terminate Provider**, where A is your training letter.

➤ Right-click the most current certification and select **Certification Kit**.

➤ Select the **Tracking** tab.

➤ Select the **Termination** tab.

➤ Click in the termination event row to highlight it, then click **Modify Termination Event**.

➤ In the Termination Action (L30) field, select **01 Merger Closure**.

The Termination Action code cannot be 00 Active.

➤ In the Termination Date field, enter **yesterday’s date**.

➤ Click **OK**.

The kit is automatically uploaded to national when complete.

Note: You must manually upload kits created before 07/01/2014.

➤ Click **Done** to close the certification kit.

After a successful upload, the Facility Properties window will display a Current Operating Status of **Closed** for the provider, and the termination date will appear as the **Closed On** date.

Note: ARO users can close providers without a certification kit or with a certification kit that was never successfully uploaded by setting Current Operating Status on the Facility Definition tab to 10-Closed-Owner.

➤ Close **ARO**.

To Reactivate a Terminated Provider (Instructor Only):

The latest certification kit for the terminated provider must have been successfully uploaded.

1 Select Facility to Reactivate

- Open ACO.
- Change My Selection to **ICF/IID**
- Locate and expand **<A> Terminate Provider**, where A is your training letter.
- Right-click the most current certification and select **Certification Kit**.

2 Update Certification Kit

- Select the **Transmittal (CMS-1539)** tab in the Certification window and scroll down to **Part II**.
- In the Determination of Eligibility section, select **Yes** to update the Facility Eligible to Participate? field.
- Select **00 Active** in the Termination Code field.
The Termination Date (L28) field is cleared and disabled. Overnight processing changes the Current Operating Status on the Facility Definition tab in Facility Properties from **Closed** to **Active**, and clears the **Closed On** date

Note: You cannot reactivate a provider that was terminated in ARO by setting Current Operating Status on the Facility Definition tab to 10-Closed-Owner because it did not have a certification kit or had a certification kit that was never successfully uploaded.

- Click **Done**.