
Michigan Network Data Template Instructions



Michigan Department of Insurance and Financial Services

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General Information

A completed Michigan Network Data Template (Template) is required for all service area expansion and dental and medical network reviews on and off Marketplace filings. The Template is unique to Michigan and is used by the Department of Insurance and Financial Services (DIFS) to collect detailed provider data from issuers.

The Template details provider types, sub-specialties, addresses, county location, and identifies essential community providers (ECP). The Template is a fillable Excel spreadsheet comprised of two worksheets: Request Summary and Network Data. The completed Template is reviewed and evaluated to determine whether an issuer's provider network meets network adequacy standards. Michigan's network requirements are published in the [Michigan Network Adequacy Guidance](#).

Issuers submitting networks for review for certification/recertification on the Marketplace must also include a completed [Michigan Network Adequacy Checklist](#) (FIS 2313/FIS 2314) with the Template.

Provider Requirement

DIFS will evaluate an issuer's provider networks using the data submitted by the issuer on the Template. DIFS defines network providers as those providers who have been credentialed **and** are either employed by, or have executed contracts (signed by all parties) or participating provider agreements with the issuer **prior** to submission.

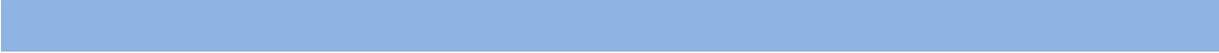
An issuer is prohibited from submitting provider information on the Michigan Network Data Template for providers who have not met the above requirements by the date of submission. Failure of an issuer to comply with this stated requirement could result in:

- Disapproval of the filing;
- DIFS denial of certification/recertification of Marketplace plans; and/or
- State and/or federal regulatory actions

Issuers are required to attest to having met these requirements by submission of a Network Attestation as detailed in the Michigan Network Adequacy Guidance.

Filing Summary

Issuers must include a brief filing summary in addition to a completed Template to explain any specific and/or unique circumstance(s) that would give greater clarity to the filing. Issuers may submit this filing summary via an upload in the System for Electronic Rate and Form Filing (SERFF) in the supporting documentation tab. This may include the availability or lack of providers in a requested county; referral patterns for health care services not available; and an explanation of adjacent county providers that may augment unavailable health care providers in the requested county.



Standard Naming Convention

The Template must adhere to the following naming convention:

IssuerName_MINetworkDataTemplate_Version#

The purpose of this naming configuration is to track new versions as they are updated on the system. It is important to start with Version 1 and use the same Issuer Name and Form Description in the file name each time.

Request Summary Worksheet

The Request Summary worksheet details the networks that the issuer is requesting to market. This worksheet also reflects the service area(s) of each of the proposed networks.

Template Columns

Requested County/Service Area: Enter the name of the county where the issuer is requesting to market its product(s).

County Type Designation: Indicate whether the county is rural, micropolitan, or metropolitan. This column is automatically populated when an issuer selects a county from the drop down menu of the Requested County/Service Area column. County designations are detailed in Appendix B of these instructions.

Full or Partial: Indicate whether the service area request is for the full or partial county by selecting full or partial from the drop down menu. Issuers requesting partial service areas on the Marketplace are subject to additional requirements imposed by the Centers for Medicare and Medicaid Services (CMS). See Michigan Network Adequacy Guidance. .

Identify Townships/Cities (for partial county requests only): Enter the name of the township(s) and/or city (ies) associated with the county that the issuer is requesting approval.

Plan Type: Enter the type of plan being marketed such as an HMO, PPO, POS, EPO, etc.

Network Product: Enter the product covered by the requested network. The issuer shall delineate whether the product is Private on the Marketplace; Private off the Marketplace; Private on and off the Marketplace or Other.

Plan ID (On the Marketplace only): Enter the applicable Plan ID. Note: Prior to submitting a plan on the Marketplace, a company must register their Product IDs via Health Insurance Oversight System (HIOS). Each Product ID comes with 50 Plan IDs.

Network ID: All networks proposed for marketing require a separate and unique network ID.

Issuers submitting networks for review for Marketplace certification/recertification must enter the network identification generated on the federal Network ID Template located in the Template tab of the SERFF binder. The federal Network ID Template assigns network identification using the “MIN” prefix then a three-digit number beginning with 00 and ending in a number ranging from one through nine depending on the number of networks used by the issuer (i.e. MIN001, MIN002, MIN003, etc.).

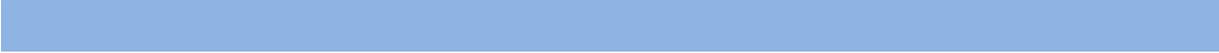
Issuers submitting networks for review for commercial service area expansion filings will use the default MIN001 naming convention in successive order. Example: the first network would default using MIN001, the second network, MIN002, and so on.

The issuer must list all the counties where the network(s) will be marketed. If an issuer has multiple networks in a county, then the Network ID must be reflected multiple times for the same county on the Request Summary.

Example: Issuer A has two networks and wants to market its plans in three of Michigan’s counties using both networks; Ingham, Eaton, and Clinton. Issuer A must list Network MIN001 with the three corresponding counties and also list Network MIN002 with the three corresponding counties on the Request Summary. See Figure 1 below.

Figure 1

<p>Requested County/Service Area</p> <p>Required: Enter the County from the given list</p> <p>Counties listed twice, once for each network</p>	<p>County Type Designation*</p> <p>Required: This field will automatically populate</p>	<p>Network ID*</p> <p>Required: If offering products only on the exchange, only off the exchange, or both on and off the exchange, enter the Network Identification as delineated from the HIOS Required Network Template form. If not, enter the value as found in the Network Product field.</p>
Clinton	Metropolitan	MIN001
Eaton	Metropolitan	MIN001
Ingham	Metropolitan	MIN001
Clinton	Metropolitan	MIN002
Eaton	Metropolitan	MIN002
Ingham	Metropolitan	MIN002



Networks that include tiers or have provider access exceptions (refer to Network Configurations in the Michigan Network Adequacy Guidance) require additional identification of tiered providers. The identification of these providers is not immediately required on the Request Summary worksheet, however identification is required on the Network Data Worksheet. See Network Data Sheet Network ID instructions on the following pages for more detail.

Network URL: Enter the directory web address for the identified network.

Projected 1,-2 and 3-Year Enrollment columns: Enter the projected total county membership for each year. (This projection should include the total membership for all network products).

Network Data Worksheet

Issuers must complete the network provider detail on this worksheet. The detail includes the issuer's entire network of PCPs, specialists, ancillary, hospital and pharmacy providers on one template. Issuers must not submit multiple templates with this information. Issuers are required to include all network detail on one worksheet including multiple networks.

Template Columns

County/Service Area: Enter the county where the provider's office is located. If the provider offers mail order or mobile health services throughout the state, select Mail or Mobile in the dropdown selection.

If an issuer has network providers in adjacent counties that will supplement counties with a limited number of providers, then the issuer should include these adjacent county providers for DIFS' consideration.

Network ID: Enter the Network ID that the provider is a participant. If a provider participates in multiple networks, the provider detail must be listed for each network that the provider is a participant. See Figure 2 below.

Figure 2

County/Service Area Name*	Network ID*	Network Provider ID Number (NPI)*	Provider Name*	Provider Type*	Address 1*
Wayne	MIN001	1234567899	John Robinson	PCP	123 Doctor Drive
Wayne	MIN002	1234567899	John Robinson	PCP	123 Doctor Drive
Macomb	MIN003	1234567899	John Robinson	PCP	456 Nurse Ave

Tiered network providers require different identification to reflect the different network access levels. Tiered network providers are identified by changing the first number of the Network ID. The naming convention is described below.

1. The applicable network ID listed on the Request Summary must be used for Tier 1 providers listed on the Network Data worksheet.
2. Tier 2 providers and above are identified using the same network MIN prefix and the last two digits of the Tier 1 network ID. The only change in the network ID is the number immediately following the MIN prefix. This number is changed to reflect the tier. A Tier 2 network will include the number 2 immediately after the MIN prefix and use the same last two digits assigned to the Tier 1 ID.

For example: the network may have been assigned MIN001 for its Network ID. MIN001 would be used to identify Tier 1 providers. Tier 2 providers in the same network would then be assigned MIN201, and Tier 3 (if applicable) would be identified using MIN301. This tier naming convention would continue until all tiers are identified. See Figure 3 below.

Figure 3

County/Service Area Name*	Network ID*	Network Provider ID Number (NPI)*	Provider Name*	Provider Type*	Provider Sub-spec
Required: Enter the county of the provider office location	Required: Enter the Network Identification as delineated from the Request Summary worksheet	Required: Enter the 10 digit NPI number (if available) as found at http://www.npnumberlookup.org/	Required: Enter the last and first name (in that order) of each contracted physician provider. If the provider is not a physician, enter the name of the hospital, facility, pharmacy, etc. as applicable	Required: Select the Provider Type from the given list	Required: Select the Provider Sub-Spe the given list, if applicable. Michigan Network Data T Instructions for a list of ac Provider Sub-specialt
Ingham	MIN001	1234567899	John Doe	Specialist	Cardiovascular Medicine
Ingham	MIN201	1111111111	Jane Doe	Specialist	Cardiovascular Medicine

- If an issuer has multiple networks and one of the networks includes a two-tiered network, the issuer must identify all networks and tier providers. For example, an issuer may have one two-tier network and another network without tiers. The Network Data Worksheet would then reflect the following network IDs: MIN001, MIN201 and MIN002. Note MIN001 and MIN002 are two different networks. MIN201 is a tier or subset of MIN001.

Figure 4

County/Service Area Name*	Network ID*	Network Provider ID Number (NPI)*	Provider Name*	Provider Type*	Address 1*	City*
Wayne	MIN001	1234567899	John Robinson	Specialist	123 Doctor Drive	Detroit
Wayne	MIN001	9876543210	Tom Hanks	Specialist	789 Hello Ave	Detroit
Wayne	MIN002	1472583690	Tina Marie	Ancillary	456 Nurse Ave	Detroit
Wayne	MIN202	3692581470	Jim Bean	Ancillary	900 Love Ave	Detroit
Wayne	MIN302	2581473690	Hello Kittily	Specialist	258 Tiger St	Detroit

Note: Networks designed with access exceptions must meet network adequacy standards at the most basic band of providers. Meaning, any network that differentiates provider access based on tiers, cost share, prior authorization, or any variation thereof must meet the network adequacy standard at the most basic level. These networks must be identified and described on the [Michigan Network Adequacy Checklist](#) (FIS 2313/FIS 2314). Additionally, networks with access exceptions must identify providers that have additional access requirements. These providers must follow the process for tiered networks as referenced above.

NPI: Enter the provider’s 10 digit National Provider ID number.

Provider Name: Enter the last and first name (in that order) of each contracted physician provider. If the provider is not a physician, enter the name of the hospital, facility, pharmacy, etc. as applicable.

Provider Type: Select the general category provider type from the drop down menu. There are six provider types utilized on the Network Data Worksheet: PCP, specialist, ancillary, pharmacy, hospital and dental.

Stand-alone dental networks must select the “Dental” provider type in this cell.

Provider Sub-Specialty 1, 2 and 3 columns: Select the provider’s sub-specialty type from the drop down menu. Use only these specialty/sub-specialty types. See Appendix A for list of provider sub-specialty types. As some providers may offer more than one specialty, there are three columns available for input.

Stand-alone dental networks may select a number of dental specialties from the drop down menu once the “Dental” provider type is chosen.

Issuers must take care to **only** identify the specialty and sub-specialty types specifically listed in the drop down menu of the Template. The provider types in the drop down menu are Essential Health Benefit service provider types DIFS seeks in an issuer’s network. Most notably, DIFS found that issuers have often failed to accurately identify the following specialties and sub-specialties on the Template:

Speech Therapy	Orthotic/Prosthetic	Home Health
Urgent Care	DME	Laboratory
Mental Health	Hospice	
Substance Abuse	Home Infusion	

Failure to properly select the correct specialty/sub-specialty provider types will appear as though the issuer’s network lacks required provider types and creates delays in DIFS’ review process.

Address 1: Enter the address of the provider. When entering the address use the official United States Postal Service (USPS) abbreviations for street suffixes and secondary units. This information is located on the [USPS](#) website. If the provider has multiple locations, the issuer must enter the additional address (es) on a separate row including all corresponding detail. See Figure 5.

Figure 5

County/Service Area Name*	Network ID*	Network Provider ID Number (NPI)*	Provider Name*	Provider Type*	Address 1*	Address 2	City*	Zip Code*	Hospital Admitting Privileges*
Ingham	MIN001	1234567899	John Doe	Specialist	123 Cupcake LN	Suite 2	Lansing	48911	Save a Life
Ingham	MIN001	1234567899	John Doe	Specialist	456 Hershey Blvd	Suire 45	Lansing	48917	Save a Life

Address 2: Enter additional information clarifying an address such as suite, floor, apt. etc. DO NOT enter address 2 information in the Address 1 column.

City: Enter the provider's city location.

Zip Code: Enter the five-digit zip code of the provider's office location.

Hospital Admitting Privileges: For each provider, as applicable, list the hospital(s) for which the provider has admitting privileges. Do not abbreviate hospital names. Multiple hospitals must be listed in one cell by using commas between hospital names. DO NOT create a separate line for providers using the same address with multiple hospital admitting privileges.

Accepting New Patients: Indicate whether the provider is accepting new patients. Enter N/A for provider types such as hospitals and pharmacies.

Essential Community Provider: Indicate whether the provider is an ECP by entering yes or no. ECPs are only evaluated for on Marketplace plans. A list of ECPs is located on the [CMS](#) website. The network concentration of ECPs must meet all Center for Consumer Information and Insurance Oversight Centers for Medicare and Medicaid Services ECP rulemaking standards.

Essential Community Provider Category: Enter the ECP category. There are six categories: Federally Qualified Health Clinic; Hospital; Ryan White HIV Provider; Indian Provider; Family Planning Provider, or Other ECP.

Appendix A

Specialty/Sub-Specialty Checklist

PCPS*

Family Practice
General Pediatrics
General Practitioner

Internal Medicine
OB/GYN
Physician Assistant

Nurse Practitioner
Other

Specialists**

Anesthesiology
Allergy/Immunology
Cardiovascular
Medicine
Cardiovascular Surgery
Colon/Rectal
Critical Care
Dermatology
Emergency Medicine
Endocrinology*
Gastroenterology
General Surgery
Geriatric Medicine
Hematology
Hematology/Oncology

Infectious Diseases*
Internal Medicine
Midwife
Nephrology
Neurology
Neurosurgery
OB/GYN
Oncology*
Ophthalmology
Orthopedic Surgery
Otolaryngology
Pain Medicine
Palliative Medicine
Pathology

Pediatrics
Plastic Surgery
Podiatry
Psychiatry
Psychology
Pulmonology
Radiology
Rheumatology*
Sleep Medicine
Thoracic Surgery
Urology
Vascular Medicine
Other

Ancillary

Ambulatory Center
Audiology
Chiropractic Medicine
Diagnostics
Dialysis*
DME
Home Health
Home Infusion
Hospice

Imaging
Laboratory
Mental/Behavioral Health*
Occupational Therapy
Optometry
Orthotics/Prosthetics
Pain Management
Physical Therapy
Public Health Clinic

Radiology
Skilled Nursing
Speech Therapy
Substance Abuse*
Urgent Care
Vision Center
Weight Management
Other

*CMS provider review focuses on this provider type and/or specialty/sub-specialty

**Inclusive of all sub-specialties under the general specialty headings.

Appendix A Cont'd

Dental*

Dental Assistant
Dental Hygienist
Dental Lab Tech
Dental Public
Health
Endodontics

General Dentistry
Oral Maxillofacial
Radiology
Oral
Maxillofacial
Surgery

Orthodontics &
Dentofacial Orthopedics
Pediatric Dentistry
Periodontics
Prosthodontics

Pharmacies

Hospitals*

Appendix B

United States Office of Management and Budget State of Michigan County Designation

Rural		Micropolitan		Metropolitan	
Alcona	Luce	Allegan	Midland	Barry	Muskegon
Alger	Mackinac	Alpena	Missaukee	Bay	Newaygo
Antrim	Manistee	Benzie	Shiawassee	Berrien	Oakland
Arenac	Mason	Branch	St. Joseph	Calhoun	Ottawa
Baraga	Montcalm	Chippewa	Wexford	Cass	Saginaw
Charlevoix	Montmorency	Delta		Clinton	St. Clair
Cheboygan	Oceana	Dickinson		Eaton	Van Buren
Clare	Ogemaw	Grand Traverse		Genesee	Washtenaw
Crawford	Ontonagon	Gratiot		Ingham	Wayne
Emmet	Osceola	Houghton		Ionia	
Gladwin	Oscoda	Isabella		Jackson	
Gogebic	Otsego	Kalkaska		Kalamazoo	
Hillsdale	Presque Isle	Leelanau		Kent	
Huron	Roscommon	Lenawee		Lapeer	
Iosco	Sanilac	Marquette		Livingston	
Iron	Schoolcraft	Mecosta		Macomb	
Lake	Tuscola	Menominee		Monroe	
Keweenaw					