

Provider File Timeline

Updated 2 6 18

CTC will email the providers two weeks prior to the due date with a ten day time frame.

2017 Timeline:

- Receive CTC email on August 14, 2017; file due back to CTC on August 25, 2017
- Receive CTC email on November 10, 2017; file due back to CTC on November 20, 2017

2018 Timeline:

- Receive CTC email on February 13, 2018; file due back to CTC on February 23, 2018
- Receive CTC email on May 15, 2018; file due back to CTC on May 25, 2018
- Receive CTC email on August 14, 2018; file due back to CTC on August 25, 2018
- Receive CTC email on November 9, 2018; file due back to CTC on November 19, 2018

2019 Timeline:

- Receive CTC email on February 12, 2019; file due back to CTC on February 22, 2019
- Receive CTC email on May 14, 2019; file due back to CTC on May 24, 2019
- Receive CTC email on August 13, 2019; file due back to CTC on August 23, 2019
- Receive CTC email on November 12, 2019; file due back to CTC on November 22, 2019

The following information will need to be updated:

- A. CTC Practice List:
 - a. CTC Practice Group
 - b. Practice Name
 - c. Practice Tax ID
 - d. Street Address/City/Zip
 - e. Physician Lead and Contact Info
- B. CTC Provider List:
 - a. Provider first and last name
 - b. Individual NPI
 - c. Date joined practice
 - d. Date left practice
 - e. Provider Type (NP, PA, MD, DO)
 - f. Provider Specialty
 - g. Open/Closed to new practices
 - h. 3rd next available Appointment
- C. CTC Contacts:
 - a. Contact Name
 - b. Role
 - c. Email/Phone/Fax
- D. CTC Nurse Care Manager (NCM)/Care Coordination Staff (CC):
 - a. Practice NCM or CC
 - b. Email/phone
 - c. Date joined practice
 - d. Date left practice
 - e. %FTE