

WHAT NEEDS TO BE REPORTED TO KEPRO/TQMC?

CHANGE IN OWNERSHIP OR MANAGEMENT

- If there is a change of facility ownership, then the new owner, in order to be a TRICARE/CHAMPUS-authorized must enter into a new agreement. The new owner is immediately subject to any existing plan of correction, expiration date, applicable health and safety standards, ownership and financial interest disclosure requirements, and any other provisions and requirements of this agreement.
- The facility contemplating or negotiating a change of ownership must notify in writing at least 30 days before the effective date of the change. Failure to provide 30 days' advance written notification of a change of ownership will result in a denial of a request for an extension of this agreement and the termination of this agreement upon transfer of ownership.
- Prior to a transfer of ownership, the new owners may petition DHA in writing for a new participation agreement. The new owners must document that all required licenses and accreditations have been maintained and must provide documentation regarding any program changes. Before a new participation agreement is executed, the Executive Director, DHA, Operations Directorate, and/or a designee, or a designee will review the SUDRF to ensure that it is in compliance with TRICARE/CHAMPUS requirements.

INCIDENT REPORTS

- Any serious occurrence involving a TRICARE/CHAMPUS beneficiary, outside the normal routine of the facility, must be reported to DHA, Operations Directorate, and/or a designee, as follows:
 - An incident of a patient death, life-threatening accident, suicide attempt, patient disappearance, incident of cruel or abusive treatment, or any equally dangerous situation involving a TRICARE/ CHAMPUS beneficiary, shall be reported by telephone on the next business day with a written report within seven days.
 - The incident and the following report shall be documented in the patient's clinical record.
 - Notification shall be provided, if appropriate, to the parents, legal guardian, or legal authorities.
 - When a TRICARE/CHAMPUS beneficiary is absent without leave and is not located within 24 hours, the incident shall be reported by telephone on the next business day. If the patient is not located within three days, a written report shall be made to DHA, Operations Directorate, and/or a designee

within seven days.

DISASTER OR EMERGENCY REPORTS

- Any disaster or emergency situation, natural or man-made, such as fire or severe weather, shall be reported telephonically within 72 hours, followed by a comprehensive written report within seven days DHA, Operations Directorate, and/or a designee.

REPORTS OF OTHER CHANGES

- The governing body or the administrator of the facility shall submit in writing to DHA, Operations Directorate, and/or a designee, any significant proposed changes within the facility no later than thirty (30) day prior to the actual date of change. A report shall be made concerning the following items:
 - Any change in administrator or primary professional staff.
 - Any change in purpose, philosophy, or any addition or deletion of services or programs. This includes capacity or hours of operation
 - Any licensure, certification, accreditation, or approval status change by a state agency or national organization.
 - Any anticipated change in location or anticipated closure.
 - Any suspension of operations for 24 hours or more.

Per your participation agreement, please report any or the above situations to:

KEPRO
777 East Park Drive
Harrisburg, PA 17111
Tricare Hotline: 877.841.6413
FAX: 877.841.6414
Email: tricare@kepro.com

If you have any question please contact KEPRO's TRICARE Hotline at 1-877-841-6413.

Sincerely,



Gayle Smith
Vice President – Federal Operations

GS:paf