



ATTACHMENT Q

PROVIDER NETWORK SUBMISSION INSTRUCTIONS

A. Connection to the Provider Network Data System (“PNDS”)

Connection to the PNDS is through a secure connection, at <https://pnds.health.ny.gov> (hereinafter referred to as, the “PNDS website”). All users must have a PNDS account to access the PNDS website. Applicants who need to register for an account, or who are having difficulty accessing the PNDS website, can email the PNDS support mailbox, at pnds@health.ny.gov for further assistance.

B. Participating Provider Network Reports

1. Formatting Requirements

All network submission reports must comply with the formatting requirements set forth in Provider Network Data Dictionary, located on the PNDS website. In addition, all network submission reports must include, at the minimum, the following: all providers set forth in Section IV (C) of the Invitation; the core provider and service types set forth in the Core Listing of Required Providers and Services Tables, located at the end of the Data Dictionary; and any additional providers or facilities that provide non-standard benefits by the Applicant.

Networks must be reported for each county in which the Applicant operates, and on a product-by-product basis.

2. Licensure Validation Checks and the Removal of Sanctioned Providers

PNDS data is matched against information on professional licensing, Office of Professional Medical Care sanctions, and Medicaid and Medicare provider eligibility, to assure that only qualified providers are delivering health care to enrollees. Facilities are checked for valid operating certificate numbers, verifying that operating certificate numbers match the type of facility indicated.

Applicants must check their network reports against these data sources, which are available on the PNDS website. Network submission reports, which do not meet the required threshold for these checks, will not be accepted by NYSoH.

3. Frequency of Submissions

Applicants must submit provider network reports by the due date set forth in the Schedule of Key Events of the Invitation, for all product types offered through the New York State of Health (NYSoH). Thereafter, provider network reports must be made within fifteen (15) days of becoming aware of the addition or termination of a provider from the network, or a change in a physician's hospital affiliation; and must also be submitted on a quarterly basis as described below in Section "D". While the network files must be submitted quarterly, beginning in 2021, network adequacy reviews will be performed on a bi-annual basis.

Applicants may test network submission reports at any time through our website.

4. Annual Attestation

Applicants shall also submit an annual notarized attestation that the providers listed in each network submission report have executed an agreement with the NYSoH Participant, to serve the Participant's enrollees.

C. Uses of PNDS Data

1. Certification

NYSoH shall review the adequacy of an Applicant's network upon submission of the application. The due date for the network submission reports, for Applicant certification, is no later than the due date set forth in the Schedule of Key Events of the Invitation.

2. Provider Directory Look-up Tool for NYSoH

The information supplied through the PNDS system is presented to consumers as a tool they can use to select a health plan when shopping for coverage options. Consumers can search for a provider and obtain a listing of products in which a provider participates.

3. Network Adequacy Reviews

Quarterly provider network submissions are a snapshot of the network taken the week of the quarter in which the last day falls. For the purposes of the NYSoH PNDS submissions, quarters end on approximately March 31, June 30, September 30, and December 31. The snapshot week includes the last day, wherever it falls in the week. For example, if the 31st is a Wednesday, the week would be the 29th through the 2nd.

4. Comprehensive Services Assessment

DOH conducts network assessments to assure that comprehensive health services are available as required under Section 4403 of the Public Health Law. The NY State of Health uses data from the PNDS to assess whether a plan has contracted with an appropriate range of primary care practitioners, clinical specialists and service facilities (hospitals, labs, etc.) within the plan's service area. Evaluations are completed on issuers serving all populations.

D. Data Submission Schedule

NYSOH Certified Insurers will have at least 15 business days after the end of each quarter, to submit their regular data files.

The due dates for quarterly submissions are posted under Submission Schedule, located on the homepage of the PNDS website. The current schedule includes due dates from January 25, 2021, through January 21, 2022. The Submission Schedule for the remainder of 2022 will be posted on the PNDS website in the near future.