

Collaborative Agreement Sample E

1. The undersigned nurse practitioner and physician agree to the following collaborative practice agreement for provision of health care services to clients at (location, address).

Care services provided by the nurse practitioner will include health maintenance, management of acute/episodic illnesses and management of stable chronic illnesses.

(Doctor) and (nurse practitioner) agree that the Protocols for Nursing Practice as mutually developed will be the guide to define advanced practice including consultation and referral criteria.

2. Both parties mutually developed and agree to this document per our signatures.

As collaborating physician, _____ agrees to:

- A. Be available for record review when appropriate
- B. Be available for telephone consultation during clinic hours
- C. Review mutually developed practice protocols annually
- D. Delegate prescriptive privileges as outlined in the protocols

As collaborating nurse practitioner, _____ agrees to:

- A. Follow mutually agreed upon protocols as described above
- B. Review mutually developed practice protocols annually
- C. Prescribe, as delegated, from the protocol, and consult when needed for those medications not approved in the protocol.
- D. Document consultation and referral with physician in progress notes.

3. Both parties agree to ongoing development of this relationship and evaluation at regular intervals, both formally and informally.
4. Both parties will mutually review the objectives of this relationship, discuss the protocols, and practice concerns every six months.
5. Each party is responsible and accountable for performing to a full and appropriate extent his/her role and function in accord with the collaborative practice agreement, the individual's professional level of knowledge and expertise, legitimate legal practice regulations as defined by the Michigan Public Health Code, and policies of the agency.

Agreed on this day _____

Nurse Practitioner

Physician

Model for Prescriptive Authority Delegation of Controlled Substances

I, _____ (Physician) _____, delegate to _____ (Nurse Practitioner) _____ the authority to write prescriptions for Controlled Substances in Schedules specify # (be sure of requirements for 2, 2, 4, and/or 5 as part of her/his practice at (address)
** a separate document is needed at each practice site **. Effective (Date).

(Exception and limitations)
or
(None)

If appropriate, indicate any drugs and their Schedule for which NP cannot write scripts, or any limitations. An example would be to exclude a class of drugs that the physician would not him/herself prescribe.

This authorization agreement will be reviewed, and revised as needed, annually.

Agreed to by _____ (Physician) _____ (License #) _____ (Date)
_____ (Nurse Practitioner) _____ (License #) _____ (Date)

Annual Review

(Comments, "No Changes" or indicate revisions)

Agreed to by _____ (Physician) _____ (License #) _____ (Date)
_____ (Nurse Practitioner) _____ (License #) _____ (Date)

Annual Review

(Comments, "No Changes" or indicate revisions)

Agreed to by _____ (Physician) _____ (License #) _____ (Date)
_____ (Nurse Practitioner) _____ (License #) _____ (Date)

ANNOTATED BIBLIOGRAPHY

Center for Medicare/Medicaid Services

The Health Care Financing Administration (HCFA) has a new name – Center for Medicare/Medicaid Services (CMS). This organization has a wealth of information needed by nurse practitioners who do documentation for evaluation and management and identify coding for those services. Click on their website <http://www.HCGA.gov/medicare/mcarpti.htm>. The website that reflects the organization's new name is under development.

American Nurses Association

An excellent resource to assist with reimbursement questions is Understanding Payment for Advanced Practice Nursing Services. Written by Shelia Abood and David Keepnews, this ANA publication is available for purchase from American Nurses Publishing phone 800-637-0323.

- **Richmond, T.S., Thompson, H.J., & Sullivan-Marx, E. (2000, January). Reimbursement for Acute Care Nurse Practitioner Services. American Journal of Critical Care, volume 9. pps 32 – 38, 59-61.**

This is one of the best articles describing the repercussions of the 1997 Balanced Budget Act on reimbursement to acute care nurse practitioners. It gives reasons for which the ACNP must be responsible for knowing how to implement billing mechanisms to take full advantage of the new regulations, gives a full description of incident – to Medicare B billing constraints and the changes resulting from the ability of the APN to obtain direct reimbursement from Medicare. A full definition of the concept of collaboration by the Health Care Financing Administration (HCFA) rules and regulations is included. Gives case histories and billing practice procedures of some common occurrences in hospital ER's, in-patient services. Also describes reimbursement practices for outpatient settings. Answers the important questions – How to get a Medicare provider number, who can submit bills for Medicare reimbursement, what can be charged, where to get this information, and answers how to determine the amount of reimbursement.

- **ICD-9CM Easy Coder (1999). Montgomery, AL: Unicor Medical, Inc.**

All diagnoses are listed alphabetically; find the diagnosis by looking alphabetically for the key word, the anatomical site, or the first word in the diagnosis description. Learning the diagnostic codes or how to find them ensures that the correct codes are used and that the correct level of care can be charged; better to enhance practice revenues. To order call 1-800-825-7421.

- **Nursing's Social Policy Statement. (1995). Washington, D.C.: American Nurses Association.**

The members of the nursing profession should understand the framework for nursing's relationship with society and nursing's obligation to those who receive nursing care.

Nursing's Social Policy Statements include a description of nursing in the United States – the values and social responsibility of the profession, nursing's definition and scope of practice, nursing's knowledge base, and the methods by which nursing is regulated. The statement is both an accounting of nursing's professional stewardship and an expression of nursing's continuing commitment to the society it serves. To order call 800/637-0323.

- **Credentialing & Privileging of Advanced Practice Nurses. (1997). Okemos, MI: Michigan Nurses Association.**

A document written by the Marketing Coalition of the Michigan Nurses Association's Advance Practice Council to be used as a reference for advanced practice nurses and health care facilities, to provide guidelines for developing criteria for credentialing and privileging. It is neither mandatory nor all-inclusive, and the working may be altered to adapt to particular circumstances, specific providers and individual institutions. A brief walk through the process and requirements for institutional credentialing and privileging of advanced practice nurses is concise and to the point.

A sample job description is included with principle duties and responsibilities outlined.

- **Buppert, Carolyn. (1999). Nurse Practitioner's Business Practice & Legal Guide. Gaithersburg, Maryland: Aspen Publishers, Inc.**

This book is one of the most helpful resources a practicing nurse practitioner can have at her fingertips to answer legal practice questions. Written by a nurse practitioner who is also an attorney, the book contains the answers to most of the questions and issues faced in general practice. Topics include:

- Definitions of a Nurse Practitioner, including state-by-state definitions
- Legal scope of Nurse Practitioner Practice, including state-by-state definitions
- State regulation of Nurse Practitioner Practice
- Federal Regulation of the Nurse Practitioner Profession
- Prescriptive privileges including a state-by-state description of regulations
- Hospital Privileges
- Negligence and Malpractice
- Risk Management
- Reimbursement Issues for Nurse Practitioner Services
- Practice Ownership Issues
- Lawmaking and Health Policy
- Promotion of the Profession to the Public
- Standards of Care for Nurse Practitioner Practice
- Measurement Nurse Practitioner Performance
- Strategies for Advancement of the Profession

To order this book – 800-638-8437

- **Buppert, Carolyn. (2000). The Primary Care Provider's Guide to Compensation and Quality: How to Get Paid & Not Get Sued. Gaithersburg, Maryland: Aspen Publishers, Inc.**

The author of this book is both an advanced practice nurse and an attorney. In this reference, she answers questions that have been posed to her by primary care providers. The book includes information about how to maximize reimbursement while complying with federal coding and billing guidelines. It also addresses issues related to quality audits, strategies to avoid malpractice, how to monitor and improve medical outcomes at the practice level and how to save time while doing it all. Sample documentation forms are provided in the appendix and also on computer diskette.

- **Nurse Practitioner's Guide to Evaluation & Management Coding. (revised edition). St. Paul, MN: Medical Learning Inc.**

This reference provides a basic overview of CPT (Current Procedural Terminology) coding and E&M (Evaluation and Management) coding. There is also a review of the Balanced Budget Act provisions that affected nurse practitioners' services and changed the method of payment. Overall, it provides an explanation of how to code correctly and document sufficiently to support the codes chosen. To order write 245 East Sixth ST., Ste. 502, St. Paul, MN 55101, or call 1-800-252-1578.

- **Legal and Professional Regulation of Nursing Practice in Michigan. (1999). Okemos, MI: Michigan Nurses Association.**

The Michigan Nurses Association has published a second edition of this unique and comprehensive document, which assists nurses in understanding the mechanisms for regulation of their practice in Michigan. The document includes the role and function of the Board of Nursing and other regulatory bodies and the role of standards developed by the profession.

To obtain a copy contact: MICHIGAN NURSES ASSOCIATION;
2310 Jolly Road; Okemos, Michigan 48864; Telephone: 517-349-5640;
Fax: 517-349-5818

- **Occupational Regulation Section of the Michigan Public Health Code and Michigan Board of Nursing Administrative Rules. (1999). Lansing, MI: Michigan Department of Consumer & Industry Services.**

These documents contain statutes and rules that regulate health care professionals in Michigan. The schedules for controlled substances are included.

To request a copy of each write to: Michigan Department of Consumer and Industry Services; Office of Health Services; P.O. Box 30670; Lansing, MI 48909-8170

Resources

Journals

- The Nurse Practitioner
- Journal of the American Academy of Nurse Practitioners
- Advance for Nurse Practitioners
- Journal of Nursing Scholarship, formerly Image: Journal of Nursing Scholarship
- American Journal of Nursing
- Patient Care for the Nurse Practitioner
- The Clinical Advisor for Nurse Practitioners

Websites

- ANA site – <http://www.nursingworld.org>
- MNA site - <http://www.minurses.org>
- Michigan government site - <http://www.migov.state.mi.us>
- Healthy People 2010 site - <http://www.health.gov/healthypeople>
- Practice Guidelines site - <http://www.guideline.gov>

Telephone Numbers

- Michigan Nurses Association – 888-646-8773
- American Nurses Association – 202/554-4444

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