



ACCREDITED APPROVER UNIT

Policy Manual

Appropriate Time Parameters for Processing and Final Determination of Application Reviews

Policy

The ANA Massachusetts Approver Unit (AU) reserves the right to determine a reasonable amount of time for the completion of the review and decision process for an Approved Provider application or Individual Activity application.

Procedure

- A nurse peer reviewer will apprise the AU Director that an applicant is requiring an inordinate amount of time to complete the requirements for a reviewer to complete the review process.
- The Director will review the actions/requests of the reviewer as well as to discuss any pertinent issues related to this application.
- If the Director agrees with the assessment of the NPR he/she will call the applicant and notify them that their approval is in jeopardy and negotiate and/or provide a final date for the expected receipt of any missing or requested documents.
- This conversation will be followed up in writing and a copy given to the Evaluation/Outcomes committee.
- If the applicant cannot complete all aspects of the application by the final date, the applicant will be notified verbally followed up in writing, that the review process will not continue and that they must resubmit at a future date as a new application including a new number assigned, new fees, etc.

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