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|  | Title: Policy and Procedure Protocol | Version: 2 |
| | Owner: Melissa Mitchell (Director of Production) | Approved: 03/22/2018 |

Purpose: To establish the policy on developing, reviewing, approving and distributing policies.

Responsibility: Quality Improvement (QI)/Utilization Review (UR) Committee

Scope: Advantage Dental Services, LLC

Definitions: n/a

Forms: n/a

References: 42 CFR 438.236; OAR 410-141-3120

Policy:

The Dental Care Organization (DCO) is responsible for updating current policies and procedures and developing new policies and procedures as appropriate.

1. Reviewed and revised policies will be submitted to the QI/UR Committee for discussion, amendments and/or approval. Status of the new policy will be documented in the QI/UR Committee meeting minutes.
2. Once the policy is approved by the QI/UR Committee, it will be posted to the Advantage Secure Provider Portal. DCO providers and all staff will be notified via email and through the RSS Feed within the Advantage Secure Provider Portal.
3. Annual review of policies will be documented in QI/UR Committee meeting minutes.

Approvals:

Date: 03/22/2018

Approved by:

Lorena Reinhart (Executive Assistant), Executive Assistant, Operations

Reviewed and Revised

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| 06/14/2012 | | | | | |
| 06/06/2014 | Jeanne Dysert | Tamara Kessler | Missy Mitchell | Laura Donadio | |
| 03/02/2015 | Jeanne Dysert | Tamara Kessler | Missy Mitchell | Jeff Dover | Laura Donadio |
| 02/23/2016 | Jeanne Dysert | Tamara Kessler | Missy Mitchell | Jeff Dover | |
| 02/14/2017 | Jeanne Dysert | Tamara Kessler | Missy Mitchell | | |
| 03/17/2017 | QI/UR Committee | | | | |
| 03/12/2018 | Jeanne Dysert | Tamara Kessler | Missy Mitchell | Rose Novak | |