

## Provider Notice for Termination

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This Provider Notice outlines a provider's responsibilities if they choose to voluntarily terminate either a service line or the entire contract with CBH. In accordance with the terms of the provider agreement, providers must submit a written notice of termination via the [Provider Termination Form](#). If a provider terminates the entire agreement, including all services, CBH requires a **90-day notice** before the proposed termination date. The right to terminate an individual provider service location requires a **45-day notice** of the proposed effective date. Failure to meet this requirement may result in administrative action and/or recoupment of payments.

CBH has developed a checklist outlining all responsibilities that must be fulfilled when a contract with CBH is terminated, as well as a checklist for providers accepting members from a closing site. CBH will coordinate with providers throughout the termination process to ensure a smooth, coordinated transition.

- ➔ [Provider Closure or Level of Care Relinquishment Checklist](#)
- ➔ [Member Acceptance from Closing Provider Checklist](#)

These checklists will also be available on the [Provider Manual webpage](#) (under the Credentialing tab) and will be included in the next Provider Manual update.

Please contact your assigned Provider Relations Representative with any questions.