Credentialing Office Policy and Procedure

<table>
<thead>
<tr>
<th>Title: SCOPE OF SERVICE</th>
<th>Policy Number: CO 1.1</th>
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<tbody>
<tr>
<td>Regulation Reference: NCQA CR1.A</td>
<td>Effective Date: 4/1/2012</td>
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<tr>
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<td>Revised Date: 10-29-15, 3-31-16, 9-27-18, 2-28-18</td>
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<td>Annual Review Date: 3-26-19, 2-27-20</td>
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Policy

Statement:

It is the goal of the Credentialing Office to provide clinical credentialing, privileging and reappointment services in a cost-effective manner, and pursuant to any delegated credentialing agreements, to the professional staff and clinical departments for assuring the competence of practitioners and the quality of care rendered within the Ambulatory Clinics; and to support the mission of Paul L. Foster School of Medicine (PLFSOM). The Credentialing Office does not sub-delegate or offshore any credentialing functions. In the event that the office decides to sub-delegate or offshore credentialing functions, Health Plan(s) will be notified for prior approval.

Procedure

The credentialing files contain information collected from references and other primary sources. The Credentialing Office understands the importance for complete confidentiality; therefore, credentialing information is restricted to only those personnel who have a need to know. Our office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

The Director of Clinical Operations has the overall responsibility for the credentialing process.

KEY FUNCTIONS INCLUDE:

1. Provide professional guidance and administrative support to the Professional Staff.

2. Process, credential, and recredential providers from physicians, dentists, podiatrists, optometrists, psychologists, clinical pharmacist, physician assistant, advanced practice registered nurse, and other practitioners as defined by the PLFSOM Professional Staff Bylaws for membership to the Professional Staff and for granting of clinical privileges at the PLFSOM Ambulatory Clinics.

3. Present completed applications and delineated clinical privileges to the following for recommendation to approve, restrict, or deny: Department Chair, Credentials Committee, MPIP Policy Committee, and final approval by the Dean of PLFSOM.

4. Reply to queries sent by other entities regarding a practitioner’s membership affiliation of the PLFSOM Professional Staff.

5. Notify applicants, as well as appropriate Clinical Departments, of their acceptance or denial to the Professional Staff and the privileges granted to them for all initial and recredentialing. Practitioner shall be notified in writing within 10 calendar days of Dean’s final decision.
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6. Provide a safe, permanent, secure repository for the files of all Professional Staff members and applicants.

7. Organize the monthly Credentials Committee meeting.

8. Review Policies and Procedures annually and revise as necessary. Present recommended revisions to the Credentials Committee, MPIP Policy Committee, and final approval by the Dean of PLFSOM.


10. Query for possible sanctions and exclusions: (Refer to Governmental Exclusions / Sanction Check and Medicare Opt-Out Policy CO 1.8)

11. Query the NPDB and the HIPDB, as necessary.

12. Comply with PLFSOM Professional Staff Bylaws, and applicable accrediting bodies (ie. TJC, NCQA, URAC, TDI) and other federal and government standards as they relate to credentialing of practitioners.

13. Assure all department delineation of privileges are specific to PLFSOM Ambulatory Clinics.

14. Prepare for Managed Care audits and surveys by accrediting organizations.

15. Keep PLFSOM and Managed Care Organizations informed of new and/or terminated physicians.

16. The employees of the Credentialing Office are cross-trained in the credentialing process of practitioners.

17. Provide the applicants the right to be informed of their application status (initial and reappointment), right to correct erroneous information, and notification of these rights.

18. The licenses, boards, liability insurance and/or certifications of the professional staff are verified and maintained prior to expiration.

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<tr>
<td>Version Number:</td>
<td>1.0</td>
<td>Signed by:</td>
<td>Juan B. Figueroa, M.D., Chair, TTUHSC EP PLFSOM Credentials Committee and Director of Clinical Operations</td>
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<td>Signatory approval on file by:</td>
<td>Approved:</td>
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