

Subject: Level 1 Credentialing

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Objective:

To ensure that Tuality Health Alliance (THA) has a streamlined process in place that allows timely and objective evaluation of providers.

Policy:

- I. For the purposes of this policy, providers will only be considered for initial expedited (Level 1) credentialing when there are no exceptions in their file.
- II. A file that contains at minimum the following criteria is considered for Level 1:
 - A. Verification of current licensure, relevant training or experience, current competence, and ability to perform the privileges requested
 - B. No unexplained gaps in the providers practice history of greater than two months
 - C. No sanctions identified on the National Practitioner Database (NPDB), the Excluded Parties List System (EPLS) or the Office of Inspector General (OIG)
 - D. Attestation statement contains no affirmative statements
 - E. No pending malpractice suits and no malpractice claims within the past three years
 - F. No previous successful challenges to licensure or registration
 - G. No involuntary termination, limitation, reduction, denial or loss of clinical privileges at another health care entity
 - H. The applicant is requesting privileges consistent with the specialty area of practice
 - I. No physical or mental impairments that would interfere with requested practice privileges
 - J. Certification of Residency completion
- III. Tuality Community Hospital Medical Staff Coordinators complete the primary verification of necessary elements, and compile a completed applicant profile.
- IV. For initial credentialing of a primary care physician (PCP) or for high volume Obstetrics/Gynecology, a site review must be completed with a resultant score of 80%

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or greater.

- V. The THA Medical Director has the authority to review and sign approval of initial credentialing if the above criteria is met and all required elements are within the correct timeframes prior to the credentialing review.
 - A. License verification verified within 180 days
 - B. Current, valid DEA
 - C. Education and Training
 - D. Board Certification verification within 180 days
 - E. Work history verification within 180 days
 - F. Professional Liability history verification within 180 days
 - G. Application and attestation verification within 180 days
 - H. Sanction information verification within 180 days
 - I. For PCP, or OB/Gyn, site review prior to credentialing review
 - J. Professional Liability insurance face sheet or letter of intent is acceptable for review. The face sheet or letter of intent must contain the effective date, the expiration date of the policy and at least the minimum \$1,000,000/\$3,000,000.
- VI. The THA Medical Director may review, certify completion and approve Level 1 Credentialing files on behalf of the Quality Management Committee (QMC) and report such approvals at the next scheduled QMC meeting.
- VII. The signature of the Medical Director and the date signed are considered the credentialing decision date for approval.

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Refer: THA Policy X-2 Initial Credentialing
THA Policy X-3 Application and Attestation
THA Policy X-4 Initial Sanction Information
THA Policy X-5 Site Review

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THA Plan Director

THA Medical Director