

**Subject: Delegation of Credentialing** **Page 1 of 2**

**Objective:**

- I. To ensure accurate review of credentialing files in organizations that complete credentials review and determinations on behalf of Tuality Health Alliance (THA).

**Policy:**

- I. In some instances, THA delegates the responsibility for credentialing and recredentialing of its contracted practitioners to outside entities.
- II. THA is accountable for the credentialing and recredentialing activities performed by delegated entities.
- III. A Delegation Agreement is signed between THA and the delegated entity that formalizes the process and provides a written description of the delegated responsibilities of THA and the delegated entity. The Delegation Agreement includes a Business Associate Agreement consistent with privacy requirements for protected health information. The responsibilities of the delegate are as follows:
  - A. Accepting applications, reapplications and attestations
  - B. Collecting all data elements from NCQA approved sources
  - C. Collecting and evaluating ongoing monitoring information
  - D. Makes credentialing decisions within the appropriate time frames for each credentialing element
  - E. Follows the same procedures and principles outlined in the THA Credentialing Policy statement.
- IV. THA's delegation agreement with delegated entities does not involve the use, creation or disclosure of protected health information (PHI) in any form.
- V. The delegated entity is required to submit to THA a quarterly delegated activity report.
- VI. The Quality Management Committee (QMC) will oversee the delegated activities of the credentialing/recredentialing process for THA by reviewing

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- reports, reviewing the delegated policies, reviewing the audit results, and deciding for the final delegation determination.
- VII. THA performs at least an annual audit of delegate's credentials files. The annual audit includes a review of the entity's credentialing policies. THA will submit an annual report regarding the findings and outcomes of the evaluation process to the THA QMC.
- VIII. The THA QMC will monitor any follow up that is required as a result of the audit.
- IX. If monitoring reveals deficiencies in the delegate's credentialing and recredentialing processes, THA will work with the delegate to correct the deficiencies. If the deficiencies are not corrected within specified timeframes; THA will revoke the delegated responsibility agreement.
- X. If THA amends the delegation agreement to include additional activities less than 12 months prior to the annual survey date, a pre delegation evaluation must be performed for the additional activities.
- XI. THA retains the right, to approve, suspend, or terminate physicians according to the bylaws of the organization.

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**THA Plan Director**

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**THA Medical Director**