

# Medical Staff Credentialing: A Primer

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# Overview

- Definitions
- History/rationale for process
- Credentials verification
- Privileging

# Definitions

- **Provider credentialing** is verification of the professional's proof of education, clinical training, licensure, board certification, experience, clinical competence and moral/ethical behavior
- Closely related is **privileging**, which is the delineation of how a provider will be allowed to practice in a facility, generally on-going process, completed every two years

# Definitions (cont'd)

- **Medical Staff** generally composed of licensed independent practitioners (LIPs), who are privileged to perform certain scope of practice
- **Credentialing Committee/Medical Staff Executive Committee**- Usually composed of CD, ED, Dental Director and at-large med staff

# Purpose

- Patient safety
- Program quality (part of an overall quality assurance and improvement focus)
- Risk management → avoiding liability due to corporate negligence





# Two major categories of credential verification

- Primary source verification
- Secondary source verification

# Primary source verification

- ***Checking directly*** with the source of a provider's credentials
  - Examples: Licensure, education and training institution, past employers (for current professional and personal competence), Federation of State Medical Boards (FSMB), American Board of Medical Specialties (ABMS)
  - Careful documentation of these queries are important
  - Some can be done over the internet, some must be by phone

# Primary source (cont'd)

- Checking with a central credential verification organization (CVO) which is certified to check (by JCAHO, AAAHC).
  - AMA Physician Profile , recognized by JCAHO, AAAHC and National Committee on Quality Assurance-- \$31 per profile (sometimes considered secondary source verification)
  - “For profit” agencies



### AMA Physician Reappointment Profile

*Name and Mailing Address:*

JOHN Q. PUBLIC MD  
HOMETOWN MEDICAL CENTER  
123 MAIN ST  
ANYCITY, IL 12345

*Primary Office Address:*

SPECIALTY MEDICAL CENTER  
123 MAIN ST  
ANYCITY, IL 12345

**Birthdate:** 01/01/1900  
**Birthplace:** ANYTOWN, IL UNITED STATES OF AMERICA

\_\_\_\_\_ **Data from This Point Forward is Primary Source Reported** \_\_\_\_\_

**Current and/or Historical Medical Licensure:**

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<u>Jurisdiction</u>	<u>MD/DO</u>	<u>Date Granted</u>	<u>Expiration Date</u>	<u>Status</u>	<u>License Type</u>	<u>Last Reported</u>
LOUISIANA	MD	07/01/1999	05/31/2003	ACTIVE	UNLIMITED	03/21/2003

Note: When the specific month and day are unknown, the date will display the default value of "01." Not all licensing boards maintain or provide full date values. Please contact the appropriate licensing board directly for this information.

**Federal Drug Enforcement Administration:**

All *ACTIVE* Federal DEA Registrations are listed below.

\* Only the last three characters of the DEA number(s) are displayed

<u>DEA Number*</u>	<u>Schedule</u>	<u>Expiration Date</u>	<u>Last Reported</u>
xxxxxx234	A, B, C	12/31/2004	10/01/2004
xxxxxx235	A	12/31/2004	10/01/2004

Note: Many states require their own controlled substances registration/license. Please check with your state

### AMA Physician Reappointment Profile

**Specialty Board Certification(s):**

Specialty Board Certification(s) by one or more of the 24 boards recognized by the American Board of Medical Specialties (ABMS)<sup>®</sup> and the American Medical Association (AMA) through the Liaison Committee on Specialty Boards, as reported by the ABMS:

*The AMA Physician Profile has been designated by the ABMS<sup>®</sup> as an Official ABMS<sup>®</sup> Display Agent of Member Board Certification data. Therefore, the ABMS<sup>®</sup> Board Certification information on the AMA Physician Profile is considered a designated equivalent source in regard to credentialing standards set forth by accrediting bodies such as the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) and National Committee for Quality Assurance (NCQA).*

**Certifying Board:** AMERICAN BOARD OF FAMILY PRACTICE  
**Certificate:** FAMILY PRACTICE  
**Certificate Type:** GENERAL

<u>Duration</u>	<u>Effective</u>	<u>Expiration</u>	<u>Occurrence</u>	<u>Last Reported</u>
Time Limited	01/01/2001	01/01/2008	RE-CERT	06/30/2003
Time Limited	01/01/1987	NONE REPORTED TO DATE	RE-CERT (**)	06/30/2003
Time Limited	01/01/1980	NONE REPORTED TO DATE	INITIAL (**)	06/30/2003

**Note:** For certification dates, a default value of "01" appears in the day or month field if data were not provided to AMA. Please contact the appropriate specialty board directly for this information. (\*\*) Indicates expired certificates.

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**Medicare/Medicaid Sanction(s):**

TO DATE, THERE HAVE BEEN NO SUCH SANCTIONS REPORTED TO THE AMA BY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES.

**Other Federal Sanctions(s):**

TO DATE, THERE HAVE BEEN NO FEDERAL SANCTIONS REPORTED TO THE AMA BY ANY BRANCH OF THE US MILITARY, THE VETERAN'S ADMINISTRATION OR THE US PUBLIC HEALTH SERVICE.

# Secondary source verification

- *Checking with a database/ clearinghouse*

Examples:

- Department of Health and Human Services Office of the Inspector General (DHHS OIG) Exclusion List- data bank that specifically keeps track of providers that have history of fraud
- National Practitioner Data Bank/Healthcare Integrity Protection Data Bank (NPDB/HIPDB)- Keeps track of actions from various agencies including medical boards, medical staff actions, malpractice suits

# IHS Credentialing standards

- Indian Health Service policy for *direct* sites require a minimum of:
  - Licensure verification
  - Verification of professional education, post-graduate training, and experience
  - Current competence (professional and personal, determined by reference check and health status))
  - NPDB query (\$4.75)

# Other Standards

- JCAHO, AAAHC and HRSA both have standards for credentialing

## AAAHC standards:

- Education, training and experience
- Current state license
- Drug Enforcement Agency (DEA)
- Peer evaluations
- NPDB
- “Other pertinent information”

# Special circumstances

- Consultants, temporary employees and volunteers—  
Should be credentialed just as full time employees

# Privileging

- Frequently coincident with medical staff appointment
- Review and reappointment occurs at fixed intervals
- Usually involves a query of data base, reassessment of privileges and peer review

# References

- Indian Health Service Credentialing and Privileging Guide:  
<http://www.ihs.gov/NonMedicalPrograms/NC4/Documents/revisedIHScredentialingguide.pdf>
- 2006 AAAHC Handbook
- American Medical Association:  
<https://profiles.ama-assn.org/amaprofiles/info/pdf/sample.pdf>