

	<b>Institutional Policy</b>	
	<b>Policy Name</b>	Credentialing Program
	<b>Effective Date</b>	03/12/2021
	<b>Approved Date</b>	03/12/2021
	<b>Next Approval Date</b>	03/12/2022
	<b>Policy Owner</b>	Victoria Medina
<b>Approved by:</b> Victoria Medina		

**POLICY STATEMENT**

National Jewish Health has a robust credentialing program to verify the identity, credentials, and ongoing competence of specific groups of providers with direct patient contact. The types of practitioners currently credentialed through the medical staff services mechanism include MD, DO, MBBS, PhD, PsyD, NP, PA, CNS, CRNA, LPC, and LCSW.

**SCOPE**

This policy applies to Medical Staff Services, and any provider required to be credentialed under Medical Staff Services policies.

**PROCEDURE**

Medical Staff Services processes applications for initial appointment, reappointment, enrollment on delegated-credentialing managed care plans, and inclusion for malpractice insurance coverage in a timely manner, and in accordance with standing Medical Staff Services policies and procedures.

**OVERSIGHT RESPONSIBILITIES**

Medical Staff Services employees are accountable to the Director of Medical Staff Services. The Director reports to the Chief Medical Officer (CMO), and is also accountable to the Medical Staff President. These two physicians provide oversight of the Credentialing Program.

The Director of Medical Staff Services consults with the CMO, and when necessary, the CMO provides guidance on policy decisions and helps resolve problems that may arise. The CMO is a member of the Medical Executive Committee, and is responsible for providing the credentialing report to the Board of Directors during their scheduled meetings.

The Medical Staff President chairs the Medical Executive Committee, and consults with the Director of Medical Staff Services to determine process and quality enhancements for the Credentialing Program. The Credentials Committee is a subcommittee of the Medical Executive Committee, and therefore reports to the Medical Staff President. The Medical Staff President works cooperatively with the CMO, and the Director of Medical Staff Services, to resolve credentialing, privileging, competence, and behavioral issues related to any provider reviewed through the credentialing process.

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**REVIEWED BY:**

**Victoria Medina**