

Credentialing and Recredentialing

Primary Source Verification December 2007

Primary Source Verification of:	Source of Verification:
1. Current Valid License	Appropriate state licensing board by internet query, in writing or by telephone
2. Clinical Privileges (Staff Affiliation at Primary Admitting Facility)	Medical Staff office of health care facility in writing, by telephone or by internet query
3. Valid DEA Certificate	Certificate of DEA photocopy from provider
4. Graduation from Medical School and Completion of a Residency * Or Board Certification (When applicable)	Medical School and Residency Institution in writing Entry in the American Board of Medical Specialties (ABMS) Database and/or American Osteopathic Association (AOA) Database <u>OR</u> Appropriate specialty board in writing
5. Current Malpractice Liability Insurance	Malpractice liability carrier including dates, and coverage amounts. Certificate of Insurance photocopy from provider or letter from carrier with name date of policy and limits stated
6. National Practitioner Data Bank Report	National Practitioner Data Bank automated (IQRS) query
7. State Board of Medical Examiners (Sanctions, Restrictions and or/Limitation on Scope of Practice)	Appropriate state licensing board in writing
8. Medicare / Medical Sanctions Other	OIG website, AMA profile (Credentialing or Re-credentialing, NPDB/HIPDB report

* Medical School/Residency information is verified once, at the time of initial credentialing.

Credentialing and Recredentialing verification processes comply with NCQA credentialing guidelines and standards as they pertain to primary source verification.

It is necessary to have the provider's application, resume and/or curriculum vitae with a signed liability release dated within the past twelve (12) months to process a credentialing report.