

JUVENILE COURT HEALTH SERVICES

Subject: CREDENTIALING PROCESS	Original Issue Date: 3/01/98	Policy # F-103
	Supersedes: 6/7/2021	Effective Date: 1/25/2022
Departments Consulted: ACN Credentialing Office	Approved By: (Signature on File) Health Services Administrator (Signature on File) Nursing Director	Approved by: (Signature on File) Medical Director

PURPOSE

To delineate the process established for assessing and validating the qualifications of all physicians, dentists, and mid-level providers who provide patient care and treatment services within Juvenile Court Health Services.

To delineate the responsibilities of the Ambulatory Care Network (ACN) in the credentialing process.

POLICY

Appointments and reappointments require the approval of the Juvenile Court Health Services (JCHS) Medical Director and Administrator and are submitted to the monthly Ambulatory Care Network Credentialing & Privileging Committee (ACN C&PC) for final review and approval. The duration of appointment is no more than two years. Reappointment occurs no more than every two years thereafter.

Any provisional attending staff member or mid-level provider will undergo a period of observation (proctoring) by a designated department member as delineated by the department's rules and regulations. Following successful completion of the provisional category, the attending staff member may be appointed to the active staff. The provisional member must comply with the Medical Staff Principles of Practice and with the Bylaws Rules and Regulations of Ambulatory Care Network (ACN) for privileged staff. The mid-level provider must comply with Human Resources and Network policies.

Attending staff practitioners will be notified of information that varies substantially from information provided in their respective credentialing application and be given the opportunity to correct erroneous information.

JUVENILE COURT HEALTH SERVICES

Page 2 Of 5

Subject:
CREDENTIALING PROCESS

Effective Date:
1/25/2022

Policy #
F-103

Medical Director's Initials:
(Initials on File)

DEFINITIONS

Credentialing

The process of obtaining, assessing, and verifying the qualifications of a licensed independent practitioner or mid-level provider to provide services in a health care facility. The determination is based on an evaluation of the individual's current license, education, training, experience, competence, and professional judgment. The process is the basis for making appointments and reappointments to the Juvenile Court Health Services panel of staff. Credentialing can also provide information to the process used to grant clinical privileges to licensed independent practitioners or mid-level providers, as appropriate.

Clinical Privileges

The authorization granted to a licensed independent practitioner to render specific clinical services at a specific location.

Primary Source Verification

Direct confirmation of the information provided by the applicant with the institutions identified on the application and includes current licensure, DEA licensure, query of the National Practitioner Data Bank, AMA physician profile, Hospital affiliations and additional sources as needed.

PROCEDURE

Appointments

1. Applications are to be completed and signed by the applicant, and forwarded to Juvenile Court Health Services (JCHS) for processing. A complete application includes those elements listed in the attached "Credentialing Verification Methods and Requirements Mid-level Providers:"
 - An application form signed by the applicant that includes information regarding professional sanctions, judgments and settlements made or pending, health status, and professional liability information.
 - Current California State License
 - Current DEA Certificate, as required by each department
 - CPR Certificate, as required by each department
 - Three peer recommendations
 - Board Certification Certificate if required
 - Curriculum Vitae, not required
 - Statement of Applicant/Disclaimer
 - Medicare Acknowledgment Statement (hospital privileged staff)
 - Delineation of Privilege form
 - Continuing Medical Education Credits

DISTRIBUTION: Juvenile Court Health Services Policy and Procedure Manual

JUVENILE COURT HEALTH SERVICES

Subject:

CREDENTIALING PROCESS

Effective Date:
1/25/2022

Policy #
F-103

Medical Director's Initials:
(Initials on File)

- Professional Liability Information
 - Actions concerning staff privileges, licensure, and memberships
 - Competency privilege protocols, if requested
 - California Fluoroscopy License, as needed
 - EMTALA Letter
 - Confidentiality Statement
 - Regulatory requirements, i.e., HIPAA
 - Documentation of tuberculosis screening within the past year
2. JCHS will conform to the Credentials Verification Methods and Requirements as delineated in Attachments A and B, which include:
- Initiate a confidential credentials file to maintain all required documentation.
 - Review application for completion prior to submission for approval.
 - Perform primary source verification within 150 days of appointment.
 - Verify current licensure with the Medical Board of California (MBC) or equivalent.
 - Verify current DEA licensure with the Drug Enforcement Administration, if applicable.
 - Query the National Practitioner Data Bank (NPDB).
 - Request AMA Physician Profile which includes the following primary source verification:
 - ◆ Medical School
 - ◆ Internship
 - ◆ Residency
 - ◆ Fellowship
 - ◆ Board Certification
 - Primary source verification for dentists, physicians, and mid-level providers from whom the information is not provided by the AMA shall be done on an individual basis directly with the institutions referenced on the application.
 - Query Hospital Affiliations
 - Immediately forward any adverse information received from MBC, NPDB, DEA, or primary source verification to the respective Department Chair for review and consideration by the department.
3. JCHS reviews the qualifications of all applicants and makes recommendations for approval to the Ambulatory Care Network Credentialing & Privileging Committee (ACN C&PC)
4. The Ambulatory Care Network Credentialing & Privileging Committee (ACN C&PC) reviews the qualifications of all applicants and process the approval

A letter of appointment is sent to each applicant stating that he or she is officially appointed and the effective dates.

JUVENILE COURT HEALTH SERVICES

Page 4 Of 5

Subject:

CREDENTIALING PROCESS

Effective Date:

1/25/2022

Policy #

F-103

Medical Director's Initials:
(Initials on File)

Reappointments

1. JCHS issues a reappointment application to medical provider due for reappointment, and to mid-level providers due for renewal of privileges.
2. A complete application contains the following detailed information concerning the applicant's qualifications:
 - An application form signed by the applicant and Department Chair that includes information regarding professional sanctions, judgment and settlements made or pending, health status, and professional liability information.
 - Continuing Medical Education Credits (50) for attending staff and the required number for mid-level providers
 - Meeting attendance, as required per department
 - One peer recommendation
 - Additional practice information during the past two years
 - Additional training during the past two years
 - Board Certification within the past two years
 - Delineation of Privilege form
 - Current California State License
 - Current DEA Certification
 - CPR Certificate, as required per department
 - Curriculum Vitae, if available
 - Annual Evaluation form
 - Statement of Applicant/Disclaimer
 - Professional Liability Information
 - Actions Concerning staff privileges, licensure and memberships
3. Upon receipt of the application, JCHS conform to the Credentials Verification Methods and Requirements, which include:
 - Review application form completion prior to submission to the Ambulatory Care Network Credentialing & Privileging Committee (ACN C&PC) for approval.
 - Perform primary source verification within 150 days of appointment.
 - Verify current licensure with the Medical Board of California**, or equivalent.
 - Verify the DEA licensure with the Drug Enforcement Administration**, if applicable.
 - Query the National Practitioner Data Bank
 - Obtain primary source verification for additional training and/or board certification occurring during the past two years.
 - Query Hospital Affiliations
 - Obtain Quality Assessment Clinical Performance Profile recommendation in a timely manner to permit adequate review and evaluation.
 - Immediately forward any adverse information received from MBC, NPDB, DEA, or primary source verification to the respective Department Chair for review and consideration by the department.

DISTRIBUTION: Juvenile Court Health Services Policy and Procedure Manual

JUVENILE COURT HEALTH SERVICES

Page	5	Of	5
------	---	----	---

Subject: CREDENTIALING PROCESS	Effective Date: 1/25/2022	Policy # F-103
	Medical Director's Initials: (Initials on File)	

**Current Licensure: State medical licenses and DEA certificates are verified at time of license renewal.

JCHS reviews the qualifications of all applicants and makes recommendations for approval of the medical provider applications to the Ambulatory Care Network Credentialing & Privileging Committee (ACN C&PC)

A letter of reappointment is sent to each applicant stating he or she is officially reappointed to the attending staff and the effective dates.

AUTHORITY

California Business & Professions Code § 2282.5
California Code of Regulations (CCR), Title 22, § 70723
California Code of Regulations, Title 15, Article 8, Section 1404

REFERENCES

DHS Policy 918.5, Health Screening and Clearance Policy
ACN Policy PO-03.001
NCCHC Standard Y-C-01, Y-C-03

REVIEW DATES

July 7, 2011; February 12, 2013; November 26, 2019; January 25, 2022