

**CAROLINA HEALTH CENTERS, INC.
POLICY AND PROCEDURE**

**TITLE: CREDENTIALING AND PRIVILEGING OF OTHER LICENSED OR CERTIFIED
HEALTH CARE PRACTITIONERS**

CATEGORY: CREDENTIALING AND PRIVILEGING

NUMBER:

EFFECTIVE DATE: SEPTEMBER 25, 2012

POLICY:

It is the policy of Carolina Health Centers, Inc. to directly verify credentials and grant privileges within an appropriate and approved scope of practice in order to maintain a highly qualified and competent staff as necessary to carry out all required primary, preventive, enabling health services and additional health services as appropriate and necessary.

SCOPE:

This policy applies to all individuals who are licensed, registered, or certified but not permitted by law to provide patient care services without direction or supervision.

PROCEDURE:

Credentialing of other licensed or certified health care practitioners will be completed prior to the individual being allowed to provide patient care services, and requires primary source verification, defined as verification by the original source of a specific credential, of the individual's license, registration or certification.

Education and training will be verified by secondary source verification methods.

Verification of current competence will be accomplished through a thorough review of clinical qualifications and performance.

Health fitness, or the ability to perform the requested privileges, will be determined by a statement from the individual that is confirmed either by the individual's previous supervisor or designee (for new appointments), or by the individual's current supervisor or designee (for renewals). This information will be verified initially and every two years with privilege renewals.

The following documents require secondary source verification as well, and will be verified prior to initial credentialing and annually with performance evaluation:

- Government issued picture identification;

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- Immunization and PPD status; and
- Life support training (as applicable).

CHC will query the National Practitioner Data Bank (NPDB) for all licensed and certified health care practitioners before credentialing can be finalized and every two years for reappointment. CHC utilizes the NPDB's continuous monitoring service so that any change in status of an individual immediately results in a notification to the proper credentialing staff at CHC.

Review and verification of credentials, licensing status and life support training will be performed annually at the individual's performance evaluation. Health fitness status is verified every two years.

Privileging is completed during the orientation process via a supervisory evaluation based on the job description. Review of privileges will occur annually by supervisory evaluation of performance to ensure competency to perform required duties. Renewal of privileges occurs every two years by formal request.

Approved by the Board of Directors: September 24, 2012

Review/Revision dates:

Reviewed and revised March 20, 2017, approved by Board of Directors March 27, 2017

Revised September 15, 2020