

**Credentialing and Privileging Policy****I. PURPOSE**

To provide approval authority for credentialing and privileging for licensed independent practitioners (LIPs) and Other licensed or certified practitioners working for Contra Costa Health Services Department.

**II. REFERENCES**

Health Resource and Services Administration Policy Information Notice 2002-22 and 2001-16.

**III. POLICY**

To ensure appropriate credentialing and privileging for providers working in Contra Costa Health Services. Policy meets the HRSA requirement for Staffing, which ensures that staff meet the requirements set forth to provide primary, preventative and enabling health services to patient population.

**IV. AUTHORITY/RESPONSIBILITY**

Department Heads are required to ensure proper procedures are completed prior to independent provision of services.

**V. PROCEDURE**

Hiring Managers in all CCHS departments are responsible for verifying licensure, certifications and registration for all licensed and non-licensed staff. Verifications shall be stored in hiring manager's employee file. All employee files will include copy of licenses, certifications and government issued identification, copy of immunization record, health fitness clearance and ppd test status, and copy of DEA card, as appropriate.

Licensed Independent Practitioners (LIP):

- Primary source verification of license, registration and/or certifications
- Primary source verification of education, training and competencies
- Written and confirmed documentation of health fitness as provided by the Occupational Health physical assessment (see Policy IC417)
- Primary source verification of competencies with approval authority per Medical Staff Office (see Medical Staff By-Laws)
- Annual Tuberculosis testing (PPD) (see Policy IC406)
- Secondary source verification of Drug Enforcement Administration (DEA) registration

Other Licensed or Certified Practitioners:

- Primary sources verification of license, registration and/or certifications
- Secondary source verification of education and training.
- Written and confirmed documentation of health fitness as provided by the Occupational Health physical assessment (see Policy IC417)
- Annual Tuberculosis testing (PPD) (see Policy IC406)

Privileges will be renewed or reviewed every 2 years (24 months).

- Process Required for Licensed Independent Providers (LIP): Appeal to discontinue appointment or deny clinical privileges.

**VI. ATTACHMENTS(S)/FORMS USED**

Medical Staff By-laws 2015

Contra Costa Health Services POLICY IC417

Contra Costa Health Services POLICY IC406

**VII. APPROVED BY**

Contra Costa Health Services, Health Care for the Homeless Co-Applicant Governing Board

**VIII. REVIEWED/REVISED**

Contra Costa Health Services, Health Care for the Homeless Co-Applicant Governing Board