

Credentialing/Recredentialing Checklist

Other Licensed Providers

Initial Credentialing

Recredentialing (Required every two years)

Provider Name: _____

Provider Type:

Registered Nurse

Licensed Practical Nurse

Certified Medical Assistant

Other _____

Credentials and Privileging	Type of Verification	Verification Source	Date Verified or Reviewed	Initials of Person Who Verified or Reviewed	Expiration Dates, as applicable
Licensure	Primary	State Licensing Board			
Education/Training (Not required for recredentialing)	Secondary				
Current Competence to Practice		Supervisory evaluation as per job description			
Health/Fitness <i>(ability to perform requested privileges)</i>	Confirmed statement	Supervisory evaluation as per job description			
NPDB Query required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Required, if reportable	NPDB query or self-query by provider			
Government issued Picture ID <i>(Not required for recredentialing)</i>	Secondary	Drivers License (or other appropriate ID)			
Immunization Status Current	Secondary	Confirmed Statement			

Credentials and Privileging	Type of Verification	Verification Source	Date Verified or Reviewed	Initials of Person Who Verified or Reviewed	Expiration Dates, as applicable
<input type="checkbox"/> Yes <input type="checkbox"/> No					
PPD Status Current <input type="checkbox"/> Yes <input type="checkbox"/> No	Secondary	Confirmed Statement			
Life support training, if applicable	Secondary	Copy of training certificate			
Verification of current competence to provide services specific to each of the center's care delivery settings		Supervisory function as per job description			

Supervisor Review

Date of Supervisory Review of Credentials: _____

Supervisor Signature: _____

Supervisor Recommendation

- Approve Credentialing and Privileging
 Deny Credentialing and Privileging

DEFINITIONS

Other Licensed Independent Practitioner: An individual who is licensed, registered, or certified but is not permitted by law to provide patient care services without direction or supervision. Examples include, but are not limited to laboratory technician, social workers, medical assistants, licensed practical nurses, dental hygienists.

Primary Source Verification is the process by which the organization verifies credentialing information directly from the entity that originally issued the credential to

the practitioner (e.g., state licensing board) Data sources may include oral, written, or Internet.

Secondary Source Verification is used when primary source verification is not required. Example methods include, but are not limited to, the original credential, notarized copy of the credential, a copy of the credential (when the copy is made from an original by approved Health Center staff)

Resources:

- BPHC Policy Information Notice 2002-22