



CREENTIALING SERVICES

1 Application

- State Specific Universal Application (if applicable) or *ACUTE CARE, INC (ACI)*. Application

2 Delineation of Privileges (DOP)

- *ACUTE CARE, INC.* DOP is provided
- Many hospitals will adopt our DOP so as to alleviate additional paperwork
- If the hospital does not want to adopt our DOP, we will have the physician fill out the hospital specific DOP

3 Claim Information (if applicable)

- Addendum of Universal Application is provided (if applicable) or *ACI* Claim Form
- Any additional information given to our organization will be provided (i.e. a physician write up regarding the claim or paperwork from the courts/lawyers)

4 Curriculum Vitae (CV)

- Every effort will be made to provide a CV for all files
- Files will also have a chronological history form put together by our organization which will abbreviate the physician's history from medical school to the present

5 Vaccination History

- Every attempt will be made to provide Rubella vaccination documentation on physician's who were born after 1957
- Every attempt will be made to provide TB skin test (PPD, Mantoux) documentation on physicians who test negative for the disease
- For physicians who test positive for TB, a TB questionnaire will be provided, along with a chest x-ray that has been done within the last five years
- If the hospital requires additional vaccination documentation, it just needs to be requested as a "hospital specific paperwork", and will be provided on files

6 Continuing Medical Education (CME's)

- CME's will be provided for the last two years on all files, unless the physician is a current student (i.e. residency, fellowship) or if the physician's graduation took place less than a year prior.
- Also, if the physician has taken and passed a board certification examination, this shall count for CME's, per guidelines

7 Medical Training

- A copy of the medical school diploma will be requested from provider.
- *ACI* will primary source verify Medical school by use of an AMA or AOA profile

- A copy(ies) of any internship, residency or fellowship certificate(s) will be requested from provider.
- Post medical education will be primary source verified by use of an AMA or AOA profile by *ACI*

8 Foreign Physicians

- If the physician is a foreign medically trained physician, a copy of the ECFMG certificate will be requested from provider.
- If the physician was born in a foreign country and is a US Citizen, a copy of the passport or certificate of naturalization will be requested
- If the physician was born in a foreign country and is NOT a US Citizen, a VISA, Green Card or Work Permit will be provided

9 Board Certification (if applicable)

- A copy of board certification (if applicable) will be requested
- An attempt to verify on-line will be made, either with the board itself or with a AMA or AOA profile

10 Medical Licenses

- A “card copy” will be provided for the physician’s State Medical license
- An online verification will be made for the physician’s license
- An online verification will be made for any other state licenses either currently or previously held, to verify there has been no state licensing board actions
- A “card copy” will be provided for the physician’s Controlled Substance license (if applicable)
- A verification will be made for the physician’s CSA license (if applicable)

11 Federal Drug Administration License (DEA)

- A copy of the physician’s current DEA will be provided
- The DEA will be verified on the AMA or AOA profile
- If the AMA or AOA profile is unable to verify the DEA, an attempt will be made to verify on-line, if that is not available, a verbal verification with the DEA office will be made

12 Life Saving Certifications

- ACLS certification will be provided – this certification is a minimum requirement for *ACI* physicians
- ATLS – if it is a state requirement for physician to provide services in the Emergency Department, per state regulations
- Any other life saving certifications (PALS, BLS, NRP, ALSO, etc) will be provided as available or as required by the facility as “hospital specific paperwork”

13 Peer Reference

- A minimum of two peer references will be provided on every physician file

14 Identification

- If not previously provided (via a passport or Visa) a government issued photo ID (driver’s license) will be requested

15 Malpractice Insurance

- A certificate of insurance will be provided for every physician

16 National Practitioner Data Bank (NPDB)

- A NPDB will be run on every physician file and the physician will also be enrolled through *ACI* in the NPDB PDS system

17 Exclusions Check

- Each file will have run an exclusions search from the website of the Office of Inspector General (OIG)

18 National Provider Identification Number (NPI)

- A copy of the e-mail confirmation of the NPI will be included with the file. If this is unavailable, the search results from the NPPES website will be included

19 Reapplication

- A reapplication packet will be requested from our providers after two years of service with *ACI*

20 Maintenance

- All items that expire will be maintained and updates will be forwarded as soon as they become available