

Credentialing Work Group

TITLE:	Credentialing Work Group		
SPONSOR:	Practice Oversight Committee	DATE PREPARED:	November 26, 2019
CHAIR:	Chief Medical Officer		

GROUP GOVERNANCE & STRUCTURE	
CHAIRPERSON:	Chief Medical Officer or designee
Committee Structure:	The Credentialing Work Group consists of seven credentialed UNM Medical Group, Inc. (UNMMG) Providers including a minimum of one MD/DO, one DDS, and one advanced practice provider (APP).
DOCUMENT STATEMENT:	<p>The purpose of this document is to serve as the governing document for the Credentialing Work Group.</p> <p>This document can be changed per the request of the Practice Oversight Committee or Credentialing Work Group.</p>
PURPOSE:	<ul style="list-style-type: none"> Oversees and advances privileging/ credentialing recommendations to the Practice Oversight Committee that ensure that UNMMG is comprised of quality providers. Ensures UNMMG providers meet UNMMG Credentialing, Re-Credentialing and privileging standards in addition to regulatory requirements. Ensures UNMMG privileges are aligned with clinical resources.
SCOPE:	<p>The Credentialing Work Group is authorized to review and recommend actions for Providers/Other Health Providers' (OHPs') Credentialing/Privileging as directed by the Practice Oversight Committee. The Credentialing Work Group can make the following recommendations for UNMMG and UNMMG Locum Tenens Program Providers/OHPs as follows:</p> <ul style="list-style-type: none"> Recommend approving participation at initial application for Credentialing/Privileging based on credentials meeting UNMMG standards for participation.

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	<ul style="list-style-type: none"> • Recommend denial, limiting or restricting participation at initial application for Credentialing/Privileging based on credentials not meeting UNMMG standards for participation. • Recommend approving continuing participation at application for Re-Credentialing/Reappointment based on credentials meeting UNMMG standards for participation. • Recommend denial, limiting, or restricting participation at application for Re-Credentialing/Reappointment based on credentials meeting UNMMG standards for participation. • Table decisions pending additional information required for applications for initial Credentialing/Appointment or for applications for Re-Credentialing/Reappointment if credentials or information is required to meet UNMMG criteria are incomplete. • Recommend approval of Credentials/Privileging in cases where the applicant does not strictly meet standards but extenuating circumstances are in effect. • Recommend the approval criteria developed for granting specific privileges ("Privilege Sets")
<p>DUTIES:</p>	<p>Credentialing Work Group Chairperson has authority to:</p> <ul style="list-style-type: none"> • Notify Provider/OHP of discrepant information requiring clarification; and • Recommend approval of clean credentialing files. • Designate an alternate physician (MD/DO/DDS) provider, in good standing, to act as Chairperson Designee for the purpose of reviewing of credentialing files and Re-Credentialing files for clean file approval.

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WORK GROUP OPERATION

- The Credentialing Work Group will meet at least once a month. Additional meetings may be convened at the discretion of the Credentialing Work Group.
- The meeting will be conducted in accordance with the approved agenda.
- All recommendations made by the Credentialing Work Group will be recorded in the minutes taken by the Director of Credentialing or designee.
- At all meetings of the Credentialing Work Group a minimum of three Credentialing Work Group Members shall be necessary to constitute a quorum. A quorum is needed in order for the credentialing recommendations to be made.

APPROVALS:

Chair or Designee (Print Name)

Signature

Date

Sponsor Chair (Print Name)

Signature

Date