

	PROCEDURE	No. 11402-b	
	Failure to Renew Professional license, Board Certification, DEA and/or Controlled Substance Registration	Applies To:	UNMMG

**Overview/
Contents:**

Consistent with the UNMMG Policy No. 11402, *Provider Credentialing/Re-Credentialing and Privileging*, this procedure provides guidance for when current valid professional license to practice in the State of New Mexico, Board Certification, Federal DEA Certificate and/or State of New Mexico Controlled Substance Registration cannot be verified.

Definitions:

- **State License** – Professional license which authorizes Provider or OHP to practice in the State of New Mexico
- **DEA** – Drug Enforcement Administration Certificate
- **CSR** – New Mexico Controlled Substance Registration
- **CVO** – UNM Health System Credentials Verification Office
- **Providers**-Physicians, dentists, doctoral level clinical psychologists, Advanced Practice Nurses, Clinical Nurse Specialist, Certified Nurse Practitioners, Certified Nurse Midwife, Clinical Nurse Specialist, Physician Assistant-Certified, Pharmacists Clinicians, Doctors of Oriental Medicine and Doctors of Chiropractic
- **Other Healthcare Professionals (OHP)**- Healthcare workers requiring credentialing not identified as a provider to include but not limited to Licensed Clinical Social Worker (LCSW), Licensed Dietician (LD) Licensed Massage Therapist (LMT), Licensed Marriage and Family Therapist (LMFT) Nutritionists (LN), Licensed Professional Clinical Counselor (LPCC), Occupational Therapist (OT), Physical Therapist (PT), and Registered Pharmacist (RPH)

Procedures:

A. State License

1. Notification

Each Provider and OHP professional license to practice in the State of New Mexico will be monitored as an expirable by the CVO and the UNMMG Credentialing Office. Providers, OHPs, and Credentialing Enrollment Liaisons (CEL) will be notified by the CVO as per CVO policy. The UNMMG Credentialing Office also sends the following notifications:

- 60 Days prior to expiration notifies by email to the CEL
- 30 Days prior to expiration notifies by email the CEL and Provider/OHP

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- Additional email notification in the two weeks prior to expiration, as needed, to CEL, Provider/OHP and Clinic Medical Director.

2. Automatic/Administrative Suspension

If the Provider/OHPs professional license to practice in the State of New Mexico cannot be verified through primary source verification, or has expired, the Provider/OHP shall be notified by email and in a letter from the Chief Medical Officer with copy to Clinic Medical Director, that privileges and/or credentialing approval is automatically suspended. It is the provider's/ OHP's responsibility to cease patient care activities in the event of license expiration regardless of receipt of this notification.

3. Reinstatement of Privileges/Credentialing

Privileges/ Credentialing will be reinstated once the CVO and UNMMG Credentialing Office is able to primary source verify that the expired license has been renewed. Neither AAAHC nor delegated credentialing contracts permit an extension of licensure beyond the expiration date. A receipt from the Professional Board is not an acceptable form of primary source verification. The UNMMG Credentialing Office will notify the Provider/ OHP via email and copy the Clinic Medical Director that privileges/credentialing has been reinstated.

4. Coverage of Clinical Services

Clinic Medical Directors will make necessary accommodations to cover clinical services during this time

B. Board Certification

1. Notification

Each Provider Board Certification will be monitored as an expirable by the CVO and the UNMMG Credentialing Office. Provider and CEL will be notified the CVO as per CVO policy. The UNMMG Credentialing Office also sends the following notifications:

- 60 Days prior to expiration notifies by email the CEL,
- 30 Days prior to expiration notifies by email the CEL and Provider,
- Additional email notification in the two weeks prior to expiration, as needed to CEL, Provider/OHP and Clinic Medical Director.

2. Automatic/Administrative Suspension

If the Provider's Board Certification cannot be verified through primary source verification, or has expired, the Provider shall be UNM Medical Group Inc.

notified by email and in a letter from the Chief Medical Officer with copy to Clinic Medical Director, that privileges are automatically suspended. It is the Provider's responsibility to cease patient care activities in the event of board certification expiration regardless of receipt of this notification.

3. Reinstatement of Privileges/Credentialing

Privileges will be reinstated once the CVO and UNMMG Credentialing Office is able to primary source verify that the board certification has been renewed. Neither AAAHC nor delegated credentialing contracts permit an extension of board certification beyond the expiration date. A receipt from the Board is not an acceptable form of primary source verification. The UNMMG Credentialing Office will notify the Provider via email and copy the Clinic Medical Director that privileges has been reinstated.

4. Coverage of Clinical Services

Clinic Medical Directors will make necessary accommodations to cover clinical services during this time.

C. DEA /CSR

1. Notification

Each practitioner holding a DEA certificate and New Mexico controlled substance registration will have each of these registrations monitored as an expirable by the CVO. Providers, OHPs, and Credentialing Enrollment Liaisons (CEL) will be notified by the CVO as per CVO policy. The UNMMG Credentialing Office also sends the following notifications:

- 60 Days prior to expiration notifies by email the CEL
- 30 Days prior to expiration notifies by email the CEL and Provider/OHP
- Additional email notification in the two weeks prior to expiration, as needed to CEL, Provider/OHP and Clinic Medical Director.

2. Automatic/Administrative Relinquishment of Prescriptive Authority

If the practitioner's DEA or New Mexico controlled substances registration cannot be verified as renewed through primary source verification, the Provider/OHP shall be notified by email and in a letter from the Chief Medical Officer with copy to Clinic Medical Director, that privileges and/or credentialing approval is automatically suspended. It is the provider's/ OHP's responsibility to cease prescribing practices in the event of expiration regardless of receipt of this notification.

3. Reinstatement of Prescriptive Authority

Prescriptive Authority will only be reinstated once the CVO and UNMMG Credentialing Office is able to primary source verify that the expired registration has been successfully processed in accordance with AAAHC Standards and regulatory statutes.

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AAAHC does not permit an extension beyond the registration expiration date. A receipt of renewal is not an acceptable form of primary source verification. The UNMMG Credentialing Office will notify the practitioner via email and copy the Clinic Medical Director that the ability to prescribe controlled substances have been reinstated.