

Licensed/Certified Healthcare Professional Credentialing Checklist – SAMPLE

Documentation obtained for credentialing/re-credentialing of a new applicant/current license/certification includes the following:	Yes	No	Comments
1. Is it verified that the practitioner is the same person identified in the application by viewing a valid government-issued photo identification?			
2. Is primary source verification of current license to practice (for all licensed healthcare professionals, including RNs and LPNs/LVNs) conducted?			
3. Is a tracking mechanism in place to ensure that licenses are current?			
4. Is primary source verification of controlled substance registration (for advanced practice professionals authorized to prescribe controlled substances) conducted?			
5. Is completion of certifying examinations (for all certified healthcare professionals, including certified medical assistants) documented?			
6. Is appropriate education and training documented?			
7. Is a curriculum vitae or work history experience documented?			
8. Is evidence of malpractice coverage (for contracted advanced practice professionals) obtained?			
9. Is evidence of health status obtained?			
10. Is evidence of BCLS and/or ACLS certification obtained?			
11. Is the previous 10-year malpractice history (including claims, suits, notice of intents, and settlements) allegations/outcomes – past and pending – obtained?			
12. Is information regarding disciplinary, remedial, civil, or criminal actions or convictions obtained?			
13. Are lifetime criminal records (background check) obtained, as permitted by state law?			
14. Is a drug screen completed?			

COPYRIGHTED

This document is a work product of Coverys' Risk Management Department. This information is intended to provide general guidelines for risk management. It is not intended and should not be construed as legal or medical advice. Your organization should add to and modify this tool to address the compliance standards and regulations applicable in your state or organization.

Updated: May 2015

Licensed/Certified Healthcare Provider Credentialing Checklist – SAMPLE

Documentation obtained for credentialing/re-credentialing of a new applicant/current license/certification includes the following:	Yes	No	Comments
15. Is the applicant's health status, as related to ability to perform the privileges, obtained?			
16. Is the information obtained from the applicant consistent with information obtained from other sources? (Are there any red flags?)			
17. Is it verified that a clinical privilege listing/job description was provided to the applicant's references?			
18. Do at least two reference letters/documented telephone contacts from individuals with first-hand knowledge of the applicant's current professional/clinical performance address the following: <ul style="list-style-type: none"> • Clinical knowledge, as related to requested privileges? • Technical and current clinical competence, as related to requested privileges/job description? • Clinical judgment, as related to requested privileges/job description? • Ability to relate to others/interpersonal skills? • Communication skills? • Professionalism? • Overall performance? • Cooperativeness? • Effects of health status on performance/privileges? 			
19. Have the applicant's documents been peer reviewed to determine whether to accept the applicant in the practice?			

COPYRIGHTED

This document is a work product of Coverys' Risk Management Department. This information is intended to provide general guidelines for risk management. It is not intended and should not be construed as legal or medical advice. Your organization should add to and modify this tool to address the compliance standards and regulations applicable in your state or organization.

Updated: May 2015