

Physician Credentialing Checklist – SAMPLE

Documentation obtained for credentialing/re-credentialing of a new applicant/current employed physician 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 licensure and lifetime licensure history conducted?			
3. Is a tracking mechanism in place to ensure that licenses are current?			
4. Is DEA registration confirmed?			
5. Is source verification of lifetime medical education/training history (including all medical or osteopathic schools attended and all approved or non-approved residency programs attended) conducted?			
6. Is verification of specialty board status, (including no status, eligibility to take the exam, parts I and/or II taken, passed or failed, number of times, or certified) conducted?			
7. Is verification of clinical experience, including past and present membership/privileges at other healthcare facilities, conducted?			
8. Are the most recent 12 months of clinical activity (as applicable) (approximate numbers and types of procedures, location and type of patients treated) obtained?			
9. Are any past and pending challenges to medical staff membership/privileges at other healthcare facilities, including voluntary/involuntary relinquishment, obtained?			
10. Is a healthcare-related employment history (including terminations, challenges or decisions pending, and voluntary resignations and relinquishments) obtained?			
11. Is documentation of professional liability coverage and policy limits, insurance denials or non-renewals obtained?			

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12. Is the previous 10-year malpractice history (including claims, suits, notices of intent and settlements) allegations/outcomes – past and pending – obtained?			
13. Are lifetime criminal records (background check) where permitted by state law conducted?			
14. Are OIG sanctions (OIG sanction list, NPDB, or AMA Physician Master file with Medicare/Medicaid sanctions) obtained?			
15. Is an NPDB query conducted?			
16. Is the applicant's health status as related to ability to performance of employment responsibilities obtained?			
17. Is a drug screen completed?			
18. Is the information obtained from the applicant consistent with information obtained from other sources? (Are there any red flags?)			
19. Is it verified that that a clinical privilege listing was provided to potential appointee references for review prior to obtaining reference?			
20. 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"> • Medical/clinical knowledge, as related to requested privileges? • Technical and current clinical competence, as related to requested privileges? • Clinical judgment, as related to requested privileges? • Satisfactory discharge of obligations of medical staff membership? • Ability to relate to others/interpersonal skills? • Communication skills? • Professionalism? • Overall performance? • Effects of health status on performance/privileges? 			

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21. Have the applicant's documents been peer reviewed to determine whether to accept the applicant in the practice?			

Sample

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