

Facility Settings related to Reappointments

The screenshot shows the 'Facility Setup (Default)' window. It has a top menu bar with buttons: Save, Add, Delete, Notes, Print, User Access, Group Links. Below this is a sub-menu bar with: Browse, Facility Address, Return Address, Settings (selected), NPDB/DIG, Verif. Rules, Committees, Dept. Chair, Work Flow, WebView.

The main content area is divided into several sections:

- Defaults:**
 - Default Data View: Default System View (selected)
 - Length of Appointments: 1 Years
 - Provisional: [] years
 - Default Checklist Template: []
 - Default Verifying Facility: []
 - Appointment Type: []
 - Affiliation Status: []
 - Assigned User: []
 - Attest Question template: Initial (selected), default
 - OPPE Process Template: []
 - FPPE Process Template: []
 - Reappointment: default
- Additional Verification Settings:**
 - Verify Work Gap Data On: []
 - Central Credentialing Facility: No (selected)
 - Create App Audit 90 day letters: []
 - Create Duplicate Verifications for Hospital and Training records (Intl Appts only): [x]
- Letter Storage Area:** Default (selected)
- Storage Area Painter:** []
- Privilege Template:** all test (selected)
- Reappointment Settings:**
 - Include with Packet: [x] Letter, [] Print Application, [] Print Privilege Form
 - Assigned User Rule: Copy from Prior (selected)
 - Create Reappointment verifications: 120 days prior to appointment expiration.
- Reappointment:**
 - Reappointment Document: ind_expiring_appointment_letter.doc (selected)
 - Use Export: []
 - Export: []
 - Application (if used): []
- Provisional:**
 - Reappointment Document: ind_expiring_appointment_letter.doc (selected)
 - Use Export: []
 - Export: []
 - Application (if used): []
- Allied Health:**
 - Reappointment Document: ind_expiring_appointment_letter.doc (selected)
 - Use Export: []
 - Export: []
 - Application (if used): []

Reappointment Action Item rules: Select the kind of Action Item that is applicable for facility expiring appointment. For example, you may want IntelliCred to generate the Expiring Appointment Letter so that it can be printed. If the system also includes the IntelliApp Module, you may also want IntelliCred to generate the recredentialing form that is appropriate. For some facilities, there may be no need to generate an Action Item. Examples of Action Items include having IntelliCred generate the Expiring Appointment Letter, having IntelliCred generate the Reappointment Application.

Create Reappointment Verifications: Select or enter the number of days prior to appointment expiration you wish IntelliCred to generate the Action Item needed for the expiring appointment.

Reappointment Assigned User Rule: When reappointment is initiated in IntelliCred, the reappointment record will be assigned to a specific user. The Reappointment Assigned User Rule field allows you to select the user to whom reappointment records for the facility should be assigned.

Include with Packet: This includes three options when printing Expiring Appointment letters. If the IntelliCred system also includes the IntelliApp Module, the Reappointment Action Item Rule for the facility may include printing the appropriate reappointment application. For regular Reappointments,

Provisional Reappointments, and Allied Health Reappointments, select the specific form to be generated and printed.

If printing the letters, select the specific letters to be generated and printed that are appropriate for regular Reappointments, Provisional Reappointments, and Allied Health Reappointments. If IntelliCred letters are being stored in the letter storage area, a drop down listing of letters will be visible.

The Privilege Form option will include the Complete Privilege Application with the current privileges as if printed from the practitioner privileges report tab.

Use Export: Users can also indicate whether an Export File will be used as the data source for merging with reappointment letters. To use this feature, the IntelliCred System must include the Export Module.

Export: Select the appropriate Export File from the Export drop down list.