

Initiate Recredentialing

The Expiring Appointment verification is created by the system when the Appointment End Date falls within the time range of the Facility reappointment days.

Note: the Initiate Recred button and the verification Recred tab are only enabled if the Expiring Appointment verification exists.

User processes letter, Application, Privilege request form, etc. to the provider.

Provider returns packet.

User Runs the Initiate Recredentialing process:

A) Manual from the Provider Verification tab/Recred tab or Action Items detail tab for the Appointment letter or via the *Initiate Recred* button on the Provider tool bar.

- Options: *Check for missing Verifs* will check all data screens specified by the verifications rules to see if verifications exist for the specified records. If not, a list is created of the missing verifications that the user can accept to be added.

- *Rollover Privileges*: Opens the Privilege report printing window. The user can view the existing privilege report and can add privileges if desired.

- *Recred Without Verifications*: In an environment where verification records are shared between Appointment Facilities, an Appointment can be run without recreating verifications.

Aduputest, Edward D.,CNM - 275 (Columbia Childrens Hospital) Age: 60

0 Notes Reverify Find Missing Copy Verif Clear Print Letters Go To Web NPDB OIG Initiate Recred ? Recred Help ?

Verifications Profiles Documents Privileges Applications Meetings Contracts

Browse Detail Recred. Record 1 of 4 Red Flag 0 Standing Checklist Data Entry Verify

Initiate Recredentialing Process ☐ Rollover Privileges ☒ Check for missing Verifs Recredential WITHOUT Verifications

Select the credentials that you would like reverified

| Verifying Facility | Credential Reference | DSL# | Last Verification Method | Current Verification Method |
|---|--|------|--------------------------|-----------------------------|
| Board/Specialty | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Combined Anatomic & Clinical Pathology - Primary Spec | 5038 | Verif Ltr | Compendium |
| Hospital Affiliation | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | 45th Street Mental Health Center - Active | 5038 | Verif Ltr | Verif Ltr |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Doctors Hospital of Nelsonville - Active | 5038 | Verif Ltr | Verif Ltr |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | ABBOTT - NORTHWESTERN HOSPITAL INC - Activ | 5038 | Verif Ltr | Verif Ltr |
| Insurance | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Yerkey Insurance Agency, Inc. - batch test | | Hard Copy | Hard Copy |
| Licensure | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | AB - 1111111111 | 5038 | Verif Ltr | Web |
| <input type="checkbox"/> Columbia Childrens Hospital | AB - 1111111111 | 3955 | Exp Cred Ltr | Web |
| References | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Baker - 234 West St | 5038 | Verif Ltr | Verif Ltr |
| Sanctions | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | 45th Street Mental Health Center - Membership -- other | 1523 | | Verif Ltr |
| Training | | | | |
| <input type="checkbox"/> Columbia Childrens Hospital | AA test - Fellowship | 5038 | Verif Ltr | Verif Ltr |
| Hospital Affiliation | | | | |
| <input type="checkbox"/> Student Training Facility | 45th Street Mental Health Center - Active | 5038 | Verif Ltr | Verif Ltr |

Verification tab

0 Notes Reverify Find Missing Copy Verif Clear Print Letters Go To Web NPDB OIG Initiate Recred ? Recred Help ?

Verifications Profiles Documents Privileges Applications Meetings Contracts

Initiate Recred Button

Batch Reappointment Process

Recred Options
☒ Reverify Credentials ☒ Rollover Privileges

Select the credentials that you would like reverified

| Verifying Facility | Credential Reference | DSL# | Last Verification Method | Current Verification Method |
|---|--|------|--------------------------|-----------------------------|
| Board/Specialty | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Combined Anatomic & Clinical Pathology - Primary Spec | 5038 | Verif Ltr | Compendium |
| Hospital Affiliation | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | 45th Street Mental Health Center - Active | 5038 | Verif Ltr | Verif Ltr |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Doctors Hospital of Nelsonville - Active | 5038 | Verif Ltr | Verif Ltr |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | ABBOTT - NORTHWESTERN HOSPITAL INC - Activ | 5038 | Verif Ltr | Verif Ltr |
| Insurance | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Yergey Insurance Agency, Inc. - batch test | | Hard Copy | Hard Copy |
| Licensure | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | AB - 1111111111 | 5038 | Verif Ltr | Web |
| <input type="checkbox"/> Columbia Childrens Hospital | AB - 1111111111 | 3955 | Exp Cred Ltr | Web |
| References | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Baker - 234 West St | 5038 | Verif Ltr | Verif Ltr |
| Sanctions | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | 45th Street Mental Health Center - Membership -- other | 1523 | | Verif Ltr |
| Training | | | | |
| <input type="checkbox"/> Columbia Childrens Hospital | AA test - Fellowship | 5038 | Verif Ltr | Verif Ltr |
| Hospital Affiliation | | | | |
| <input type="checkbox"/> Student Training Facility | 45th Street Mental Health Center - Active | 5038 | Verif Ltr | Verif Ltr |
| <input type="checkbox"/> Student Training Facility | Doctors Hospital of Nelsonville - Active | 5038 | Verif Ltr | Verif Ltr |

Action Items

Analysis **Action Item Detail** Committee Status Application Status Contract Document Manager Close

☐ Update Privileges
☒ Add Missing Verifs Recredential without Verifications

Initiate Recredentialing Process

Outstanding Action Items Detail

Select the credentials that you would like reverified

| Verifying Facility | Credential Reference | DSL | Last Verification Method | Current Verification Method |
|---|---|------|--------------------------|-----------------------------|
| Board/Specialty | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Combined Anatomic & Clinical Pathology - Primary Spec | 5038 | Verif Ltr | Compendium |
| Hospital Affiliation | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | 45th Street Mental Health Center - Active | 5038 | Verif Ltr | Verif Ltr |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Doctors Hospital of Nelsonville - Active | 5038 | Verif Ltr | Verif Ltr |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | ABBOTT - NORTHWESTERN HOSPITAL INC - Activ | 5038 | Verif Ltr | Verif Ltr |
| Insurance | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Yergey Insurance Agency, Inc. - batch test | | Hard Copy | Hard Copy |
| Licensure | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | AB - 1111111111 | 5038 | Verif Ltr | Web |
| <input type="checkbox"/> Columbia Childrens Hospital | AB - 1111111111 | 3955 | Exp Cred Ltr | Web |
| References | | | | |
| <input checked="" type="checkbox"/> Columbia Childrens Hospital | Baker - 234 West St | 5038 | Verif Ltr | Verif Ltr |

Appointment Status Data Screen IntelliBatch List Clear All

Add Filter Status
☒ I/R ☒ Screen ☒ Practitioner

Action Items Detail

B) Action Item Batch process from the action items screen:

- Options: Check for missing will check all data screens specified by the verification rules to see if verifications exist for the specified records. If not, the missing verifications ones are created.
- If Automatic Using Defaults is selected, this is done without the user needing to accept the missing verifications.
- Rollover Privileges: If the Automatic Using Defaults is selected, requested privileges are copied from the existing granted privileges. Otherwise the Privilege Report printing window is opened. The user can view the existing privileges, and can add privileges if desired.