Reappointment Process

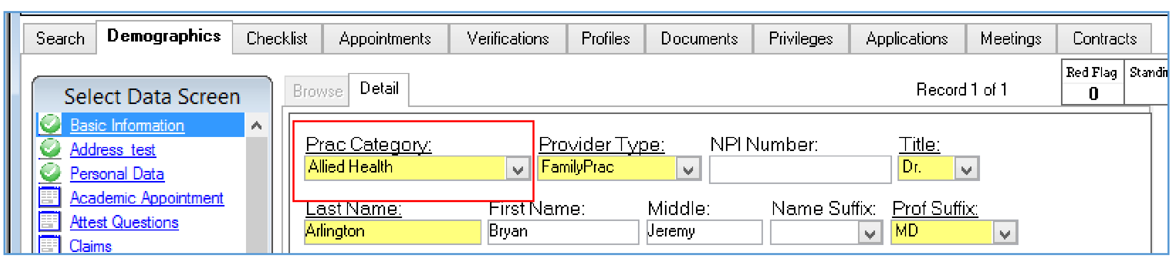
The program will create the Expiring Appointment Letter Verification based on the Appointment End date and the Facility Reappointment days setting:

The verification will be one of Three types:

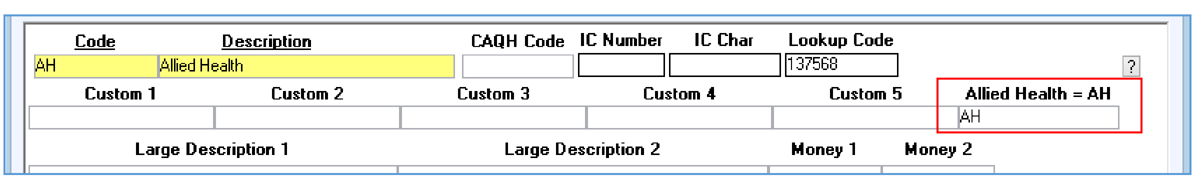
- Expiring Appointment is the standard type and will be produced if one of the other types is not. It is based on the Appointment End date.

- Expiring Provisional: based on the Provisional End Date ONLY if the Provisional Appt. checkbox is checked.

- Expiring Allied Health: based on the Appointment End Date. Is produced if the Practitioner Category on the Basic Information screen indicates an Allied Health Category.



- Allied Health Categories are determined by a setting in the Lookup lists:



The user processes the Expiring Appointment Letters by

- Opening Action Items
- Locating Expiring Appointment Letters on the Analysis Tab
- Double-Clicking the Expiring Appointment Letters Bar on the Bar Graph
- Selecting or De-Selecting the practitioners for whom the letter will be generated
- Clicking the Print Letters Icon located on the Menu Bar
- Printing, Emailing or Faxing the letters

NOTE: *The reappointment applications can also be printed along with the Expiring Appointment Letters if the settings in the Facility Setup tell the system to do so.*

The user receives the Practitioner reappointment application for membership to or affiliation with the facility.

The user will initiate Recredentialing. For ***a single*** practitioner by:

- Searching for the practitioner
- Selecting the practitioner
- Navigating to the practitioner Verification Tab (where ALL letters are stored)
- Selecting the Expiring Appointment Letter verification
- Clicking the Recred Tab of the Appointment Status Tab
- Selecting credentials to be re-verified or de-selecting credentials not needing to be re-verified
- Clicking the Initiate Recredentialing Button

NOTE: *Using the Action Items Module will eliminate the need to search and select each practitioner from the Practitioner Search Window.*

5. The user will initiate Recredentialing using the Action Items Module by:

- Opening Action Items
- Locating Expiring Appointment Letters on the Analysis Tab
- Double-Clicking the Expiring Appointment Letters Bar on the Bar Graph.
- Selecting the practitioner for whom Recredentialing will be Initiated
- Clicking the Recred Tab
- Selecting credentials to be re-verified or de-selecting credentials not - needing to be re-verified
- Clicking the Initiate Recredentialing Button

6. The user manages and completes the IntelliCred Audit Process by:

- Making sure all required documents or other elements needed for the - appointment have been included with application

- Sending a Missing Information Letter if information is missing

- Entering the date received for all required documents or other elements

- Once the Audit Process is completed, the Checklist Process Status Indicator will be Green, and IntelliCred will auto-populate the Checklist Completed Date field on the Appointment Status Detail 1 Tab.

7. The user manages and completes the IntelliCred Data Entry Process by

- Returning to the Credentials Tab to enter all other credentialing data

- Scanning practitioner documents (if applicable and if the system includes the Image Module)

- Entering Privileges (if applicable and if the system includes the Privilege Module)

NOTE*: When data entry is* ***NOT COMPLETE****, the user will* ***NOT*** *click the D/E Complete Icon. This will keep the color of the Data Entry Status Indicator Red so the user knows the process is incomplete.*

ONLY after all data has been entered with the user click the D/E Complete Icon. This will change the color of the Data Entry Status Indicator from Red to Green so the user knows the process is complete. IntelliCred will auto-populate the Data Entry Completed Date field on the Appointment Status Detail 1 Tab.

Clicking the D/E Complete Icon will also ensure that IntelliCred creates three additional verifications that include:

NPDB Query

OIG Query

Work History Gap Check

NOTE: *Normally, IntelliCred creates primary source verifications based on the credentialing data that is entered on the Data Screens. The three verifications listed above are unique and can be created ONLY when the user clicks the D/E Complete Icon.*

8. The user processes, tracks the status of, and completes IntelliCred Verification Process by

Querying the NPDB and importing the NPDB Reports

Scanning the OIG Report for Practitioner Sanctions

Printing, Emailing or Faxing Verification Letters

Accessing Web Sites and retrieving web-based information

Entering the Response Code and Date Received to complete all primary *source verification data*

NOTE: *Once verifications are in process, the status of those in IntelliCred is called "Awaiting a Response". The Verification Process could take several weeks to complete. Throughout the process, the user will need to follow up on verifications that are Awaiting a Response.*

Once the Verification Process is completed, the Verification Process Status Indicator will be Green, and IntelliCred will auto-populate the Verifications Completed Date field on the Appointment Status Detail 1 Tab.

From the time, the practitioner Appointment Status is created and during the time the first three processes are incomplete, the practitioner's record is referred to as an "Application in Process".

Once the Audit Process, Data Entry Process, and Verification Process are completed, the practitioner's record is referred to as a "Completed Application". Completed Applications are "Ready for Committee" and ready to be approved.

At this time, the user will complete the fourth and final process, the Approval Process.

There are two ways to complete the Audit Process. All remaining data such as the Appointment Dates and Committee Review information can be entered manually for one practitioner at a time, if desired. This may be adequate in some situations, but the batch process might be more efficient and faster if there are numerous practitioner files to be updated.

The next step outlines how to use the Action Items Module to batch process the final steps to completing and approving the file:

9. The user completes the Approval Process by

Opening Action Items

Clicking the Committee Status Tab

Clicking the Ready for Committee Tab

Filtering the Ready for Committee List to narrow down the list of practitioner files ready to be sent to the Credentialing Committee

Selecting the Practitioners

Clicking the Send to Committee Button

The user will Post Committee Results by

Opening Action Items

Clicking the Committee Status Tab

Click the Post Committee Results Tab (all practitioners who were sent to committee will be displayed)

Selecting the Practitioners

Clicking the Post Committee Results Button

Selecting the Batch Post update method or the Post Individually update method

Selecting the desired Approval Letter to be sent to the practitioners

NOTE: *The Batch Post Committee Results should be used ONLY when all practitioners will be updated with the same information.*

The Send to Committee and Post Committee Results function must be repeated for each Credentialing Committee associated with each Parent Facility.

The Approval Process is completed once the Appointment Begins Date has been entered on the Appointment Status Detail 1Tab. This date can be entered via manual data entry or by using the Action Items batch process. Once the Appointment Begins Date has been entered, the Approval Status Indicator will turn from Red to Green.

Process Approval Letters by

Opening Action Items

Locating Practitioner Correspondence Letters on the Analysis Tab

Double-Clicking the Practitioner Correspondence Bar on the Bar Graph

Selecting or De-Selecting the practitioners for whom the letter will be generated

Clicking the Print Letters Icon located on the Menu Bar

Printing, Emailing or Faxing the letters

Update Practitioner Privileges (if applicable and if the system includes the Privilege Module)

When there is Privilege Data, the Status of Practitioner Privilege data will be updated from REQUESTED to GRANTED after the completion of the Approval Process. Functionality exists for batching this process as well.