

# Module 6

Managing files that meet Criteria

## Managing files that meet criteria

1. Credentials & Privileging files are treated as confidential and are kept with restricted access to the Credentialing & Privileging Staff, and Compliance Department.
2. Documents in these files may not be reproduced or distributed, except for confidential peer review.
3. Primary source verification is obtained and the provider file is updated.

The following documents will be current and maintained in the practitioner's file:

- Current License.
- Verification of education and training.
- Verification of board certification.
- Work history-including gap inquiry.
- In addition to the above listed, each file contains a signed and dated checklist that includes:
  - The source used.
  - The date of verification.
  - The signature or initials of the person who verified the information
  - The report date, if applicable



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