Beaumont | HEALTH SYSTEM

Subject Credentialing and Licensure Verification Procedure		No.	Page
		202-1	1 of 1
Prepared By	Prior Issue Date	Issue Date	
Corporate Human Resources	07/01/12	05/01/15	

HUMAN RESOURCES

Employment Representative for Newly Hired Employees:

- Review the job description (WJQ) to determine the credentialing requirements of the job.
- Review the original credentials provided by the applicant including highest level of education.
- Conduct primary source licensure verification by contacting the State Licensing Department either telephonically or via the Internet.

As Part of the New-hire Transaction:

- Place proof of the primary source verification into the Human Resources file.
- Copy the original license/certification/registration and place it in the Human Resources file.
- Assure appropriate documentation in the Human Resources information system.
- Conduct employment references on all candidates to ensure that newly hired staff have the appropriate credentials for the job.
- Provide documentation to the Human Resources file of approval through the centralized credentialing process for all Mid-Level Providers.

DEPARTMENT MANAGER

For Current Employees:

- Monitor all employees to make sure that all required credentials are current and active at all times.
- Maintain documentation of the status of staff credentials.
 Use primary source verification (view original document, contact the State Licensing Department, etc.)
- Notify Human Resources of expired/delinquent/suspended licensure.
- Submit a revised job description to Corporate Human Resources whenever there is a change in the required credentials for a job.

HUMAN RESOURCES, CORPORATE