

Beaumont® | HEALTH SYSTEM

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Prepared By Corporate Human Resources	Prior Issue Date 01/01/13	Issue Date 05/01/15	

GENERAL

All employees shall possess the appropriate credentials for the position they occupy at Beaumont Hospitals. A periodic review of credentials shall be performed to ensure appropriate credentialing of employees. For all jobs, which require State licensure to practice, the employee must possess a current license/ certification/ /registration. Required credentials are identified by Department Managers and documented in the job description for applicable positions.

NEW HIRES

During the pre-employment process, the Human Resources Department shall conduct primary source verification (i.e., telephone or internet verification from originating institution, or State of Michigan Department of Licensure etc.) to ensure legitimate qualifications of newly-hired employees. In addition Human Resources may review the original license/certification/ registration and verify and document the number, if appropriate, and expiration date. References from previous employers shall be checked to assist in determining if the employee has the appropriate skills and abilities to perform the job.

In addition, all Mid-Level Providers must be approved through the Centralized Credentialing process prior to their start date.

CURRENT EMPLOYEES

The department manager/supervisor shall maintain a system of records to ensure that all employees possess and maintain appropriate continued licensure/certification/registration for the position they occupy at Beaumont Hospitals.

RENEWAL

Each employee has the responsibility to maintain current licensure /certification/registration for the position they occupy at Beaumont Hospitals. Primary source verification (i.e., original copy of renewed license, telephone or internet verification from originating institution, State of Michigan Department of Licensure etc.) shall be conducted by the individual's manager to ensure that credentials are valid and current. Individuals who do not have valid credentials, including failure to renew a license or other credential, within the timeframe defined by the State or professional association or organization, will be removed from the job and will be subject to corrective action up to and including termination of employment.

In addition, all Mid-Level Providers must be reappointed through the Centralized Credentialing process.

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<p><u>INQUIRIES</u> Any questions, pertaining to this policy should be directed to the Human Resources Department.</p> <p><u>DETAILED PROCEDURES</u> <u>Credentialing and Licensing Verification Procedure, 202-1.</u></p>			

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