



Credentials Verification Guidelines

Gathering Information & Documents

- Provider's original and current CV
- Completed and signed Application
- Three references
- Copies of State Licenses & CDS's
- DEA Certificate
- Diplomas and Training Certificates

Application

- Full legal name/ address/ contact info
- Schooling and Training with dates Mo/Yr
- DOB/ Social Security Number
- Delineation Questions
- Explanations of any "Yes" Answers
- Complete Work History
- Attestation / Signature/ Date

The CV

- Should be on Company Letterhead or should identify the company of representation
- Should be current
- Should be representative of the provider's past professional history

References

- Three separate opinions from peers that can attest to the provider's clinical, abilities, personality and rapport
- Both written and verbal references are acceptable/ company should obtain directly from reference themselves
- Should have worked with provider within the past 18 months with date of last interaction

References Cont.

- Should be obtained from most recent clinical associations possible
- Reference should be from a peer in a like or similar specialty or peers who work in a tandem relationship. (ie Surgeon/ AN)
- Non-clinical references are not considered peers.

License Verification

- Each state license should be verified with the state.
- Status
- Expiration Date
- Disciplinary Actions
- FSMB

Education and Training

- Primary Source Verification
- AMA Profile
- Directly with the institution

Other Verifications

- **OIG**
- **ECFMG**
- **Google Search**

Risk Assessment

- ❑ Malpractice Claims
- ❑ Any over \$100,000 per incident
- ❑ 2 or more claims in the past 5 years/ 3 or more in the past 10.
- ❑ Sanctions by any license or regulatory board
- ❑ Medicare or Medicaid Sanctions

Risk Management Cont.

- Poor work ethic
- Poor attitude
- Irresponsible actions
- Non-Board Certified Providers should be carefully reviewed.
- Anyone that may not represent the Locum Tenens industry well.

Documents Checklist

- Member Company Application
- Current CV with no gaps since Medical School
- Verification of Medical School, Internship, Residency, Fellowships
- Verification of all Specialty Boards
- Verification of all state licenses
- Verification of DEA

Check List Cont.

- Verification of each state controlled substance license if applicable
- Three peer references
- Provider Independent Contractor Agreement signed and dated.

Re-Verification

Every provider should be re-verified every 2 years.

State licenses should be re-verified for each new assignment

- Federation of State Medical Boards
www.fsmb.org
- American Medical Association www.ama-assn.org
- American Osteopathic Association
www.aoa-net.org
- HIS – Office of Inspector General
<http://pig.hhs.gov>

Links Continued

- US Drug Enforcement Administration
www.dea.gov
- American Board of Medical Specialists
www.abms.org
- Board Certified Docs
www.boardcertifieddocs.com
- Accreditation Council for Graduate Medical Education
www.acgme.org