

## PATHWAYS CMH

<b>POLICY TITLE:</b> Credentialing - Privileging	<b>CATEGORY:</b> Human Resources/Personnel	
<b>EFFECTIVE DATE:</b> June 4, 2014	<b>BOARD APPROVAL DATE:</b> May 3, 2017	
<b>REVIEWED DATE:</b> April 28, 2017	<b>REVISION(S) TO POLICY STATEMENT:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> COO/Human Resources Director	<b>CEO APPROVAL:</b> Mary Swift, CEO	

**APPLIES TO:**

Pathways Personnel  
Pathways Contract Providers

**POLICY:**

Pathways requires all participating health care professionals to have a documented review and approval of their clinical privileges to assure services provided to Pathways consumers are delivered by qualified and competent staff. Privileging must be granted based on appropriate training, supervision and consultation to support the scope of work according to primary eligibility groups served by the provider.

**PURPOSE:**

To ensure Pathways providers are operating within their scope of practice and engaging in clinical activities that they are qualified to provide.

**DEFINITIONS:**

1. ***Credentialing – Individual Practitioners:*** (As defined by the American Society of Addiction Medicine and the American Managed Behavioral Healthcare Association) The process of reviewing, verifying, and evaluating a practitioner's credentials (i.e., professional education, clinical training, licensure, board and other certification, clinical experience, letters of reference, other professional qualifications, and disciplinary actions) to establish the presence of the specialized professional background required for membership, affiliation, or a position within a healthcare organization or system. The result of credentialing is that a practitioner is granted membership in a medical staff or provider panel.
2. ***Credentialing – Organizational Providers:*** (As defined by MDHHS Contract P.7.1.1) The process of validating that the organizational provider is licensed or certified as necessary to operate in the State, and has not been excluded from Medicaid or Medicare participation and that the organization properly credentials their directly employed and subcontract direct service providers.
3. ***Peer Clinical Review (Specific to this policy):*** Clinical review conducted by appropriate health professionals when a request for a service or support was not approved/certified during initial clinical review.
4. ***Privileging*** - The process of determining a health care professional's current skill and competence to perform specific diagnostic or therapeutic procedures that the professional requests to perform as a participant in or an affiliate of a healthcare facility or system. The result of privileging is that a practitioner is permitted by a healthcare organization or network

to conduct those specific procedures (as defined by the American Society of Addiction Medicine and the American Managed Behavioral Healthcare Association). For the purpose of this policy, Pathways has expanded this definition to include individuals who must be privileged to perform behavioral health services that do not require specific degrees or state licensure but staff must obtain certification required by the Michigan Department of Health and Human Services.

5. **Senior Clinical Staff** - The appointed leadership role of at least one senior clinical staff person who has: current, unrestricted clinical license(s); qualifications to perform clinical oversight for the services provided; five years' post -graduate experience in direct patient care; and Board certification (if the senior clinical staff person is an M.D. or D.O.).

**REFERENCES:**

- NorthCare Credentialing Privileging Policy

**HISTORY:**

Dates Reviewed: June 30, 2015; June 12, 2016; November 1, 2016; April 28, 2017

Dates Revised: May 19, 2014; June 12, 2016 (Policy); April 28, 2017 (Policy & Procedure)

Dates Approved: June 4, 2014 (Board); August 3, 2016 (Board); November 2, 2016 (Board); May 3, 2017 (Board)

## **PROCEDURES:**

### **A. Pathways Responsibilities:**

1. Pathways will privilege all credentialed health care professionals, employed and Independent Contractors under contract, to ensure they meet the requisite qualifications, education, experience, training and supervision applicable to their scope of work.
2. Initial Privileging is completed as part of the credentialing process. Ongoing privileging is reviewed/completed as part of the annual performance review; and when duties/responsibilities change in terms of primary eligibility group a person is working with and/or scope of clinical practice. National and state standards for specific clinical programs or treatments are followed by Pathways and contract providers. Initial Privileging will be granted by the Committee based on information provided to the Committee on the NorthCare Privileging Form.
3. Temporary Privileges may be granted at time of hire or contract, at time of a change in clinical privileges and/or when a need for temporary privileging is identified, e.g., staff shortage. Temporary privileges may be granted for up to one year.
4. Ongoing privileging will be reviewed and approved by the Committee based on:
  - a. The annual performance evaluation demonstrating the necessary licensing, certification, and training requirements to maintain privileges for the coming year.
  - b. Clinical privileging changes when job duties are added that require specific training and certification.
5. Pathways will follow the NorthCare standard operating procedure to assure current privileging form is entered into the electronic Provider Management System.

### **B. Contract Organizational Provider Responsibilities**

1. Initial Privileging will be granted by the Contract Provider's Credentialing Committee.
2. Ongoing privileging will be reviewed and approved by the Contract Provider's Credentialing Committee based on:
  - a. The annual performance evaluation demonstrating the necessary licensing, certification, and training requirements to maintain privileges for the coming year.
  - b. Clinical privileging changes when job duties are added that require specific training and certification.
3. Upon request, organizational contract providers are to provide policies,

procedures or guidelines that outline how scope of practice is determined for health care professionals within their organization.