

CREDENTIALING DOCUMENTATION CHECKLIST TO AVOID NEGLIGENCE



BEST PRACTICES PROVIDER CREDENTIALING
WITH GOOD DOCUMENTATION AND SOLID BYLAWS
PROTECT AGAINST LITIGATION AND SETTLEMENTS.



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DOCUMENTATION CHECKLIST

Most negligent credentialing cases seem to hinge on the quality of documentation maintained and not on poorly performed background checking, review by leaders or privileges granted.

Here are a few tips to consider for credentialing documentation:

1

Do bylaws and related documents clearly describe your individual process and not simply mimic requirements?

2

Are all applications, privilege request forms, and related documents clearly dated?

3

Is there evidence that all forms are completely filled out?

If not, is there evidence that omissions were noted and either accepted or otherwise handled?

4

Is documentation regarding an applicant's or reapplicant's history (education, training, experience, etc.) complete, logically organized and with all verifications dated?

5

Is there a clear linkage between privileges granted and the specific basis for such grants?

6

Are all reviews by chairs, committees and the board clearly documented, signed and dated?

7

Are all questions concerning the applicant or reapplicant clearly identified and resolved?

8

Is there evidence and documentation that you have identified credentials flags, such as malpractice cases, frequent relocations, certification or licensure issues, less than "excellent" recommendations, etc., and that these flags have been addressed by relevant leaders during the review process?

AVOIDING NEGLIGENT CREDENTIALING LAWSUITS

GOOD DOCUMENTATION IS ONLY VALUABLE WHEN IT IS RECORDING ACTIONS THAT FOLLOW BYLAWS BASED ON BEST PRACTICE CREDENTIALING THAT EXCEED THE MINIMUM COMPLIANCE REQUIREMENTS AND FIRST AND FOREMOST, PUT THE PATIENT FIRST.



UNDERSTANDING HOW DATA PROTECTS PATIENTS, YOUR ORGANIZATION AND THE HEALTH CARE INDUSTRY



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