

THE CENTER FOR DISCOVERY

SUBJECT: Verification of Credentials

MANUAL: Corporate Compliance

SECTION: Section 5

Purpose:

To ensure that the credentials of medical and clinical professionals with whom we do business are verified and up to date.

Policy:

1. The Center for Discovery will not employ or establish a business relationship with any healthcare professional without first verifying their status and qualifications with appropriate regulatory and licensing agencies. This policy applies to physicians and other medical practitioners, physician assistants, pharmacists, nurses, physical therapists, psychologists, social workers, occupational therapists, speech pathologists, and audiologists.
2. Primary-source verification of credentials will be made with the state licensing authority to verify information and to avoid forgeries.
3. The Center for Discovery Application for Employment will include an attestation by the candidate as to his or her current licensure status. All reasonable steps will be taken to verify the accuracy of information provided on the application that relates to professional qualifications.

Procedures:

1. The credentials of medical professionals or entities employed by the Center for Discovery or with whom the Center establishes a business relationship will be verified for both training and experience with appropriate licensing authorities, including any adverse actions taken against the individual that might impair his or her performance of duties or fiduciary responsibilities on behalf of the agency.
2. The credentialing and verification process shall include checking the National Practitioner Data Bank.
3. A file will be maintained that documents the verifications made, including indicating evidence of a primary-source check. This will be maintained in a secured file in the Discovery Health Center
4. The Center for Discovery employee application includes permission to verify all information provided pursuant to the application process.
5. It is the responsibility of the Office of People Operations to verify the accuracy and honesty of the responses provided by applicants.

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