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| <b>SANFORD HEALTH PLAN</b><br><br>OPERATIONAL | <b>CRITERIA FOR (SELECTING) PARTICIPATING PRACTITIONERS</b><br><br><br><br><br><br><br><br><br><br><b>NUMBER: PR-10</b> |
| <b>ISSUED:</b> 01/01/98                       | <b>DEPARTMENT:</b> PROVIDER RELATIONS   |
| <b>REVIEWED:</b> 03/01/08                     | <b>REVISED:</b> 03/01/08 (5)  |
| <b>WRITTEN BY:</b>                            | <b>APPROVED BY:</b>   |

**POLICY:**  
**CRITERIA FOR PARTICIPATING PRACTITIONERS**

**DEFINITIONS:**  
TO PROMULGATE A POLICY THAT DEFINES CRITERIA FOR (SELECTING) PRACTITIONER CREDENTIALING/RE-CREDENTIALING

**PROCEDURE:**  
Section 1. Criteria Applicable to All Practitioners

In order to be deemed a Participating Practitioner with the Plan and subject to “Routine Review” by the Sanford Health Plan Credentialing Committee, practitioners must meet the following criteria. Practitioners that fall within the Criteria listed below are eligible to be approved for Plan Participation by the Sanford Health Plan Medical Director.

- (a) Supply a complete signed and dated Application, including all professional questions answered and a signed attestation (without alteration) which is part of that Application.
- (b) Possess a current, unrestricted, and unencumbered license to practice in the state in which they practice and certify that his or her license to practice has never been revoked or suspended by any state licensing board.
- (c) Never have been excluded or precluded from participation in Medicare or Medicaid.
- (d) Never had his or her medical staff appointment, clinical privileges or permission to practice denied, revoked or terminated by any health care facility.
- (e) Never been convicted of Medicare, Medicaid or other governmental or private third party payor fraud or program abuse or have been required to pay civil penalties for the same.
- (f) Possess and maintain board certification or completion of a residency training program approved by the AMA, ABMS, ACGME, AOA, or other accrediting body acceptable to the Sanford Health Plan Credentialing Committee in his or her current specialty (if applicable). Board certification is not required by Sanford Health Plan.
- (g) Provide all accounts of any involvement in past malpractice claims over the last five years. Practitioners must possess a malpractice history acceptable to the Sanford Health Plan Credentialing Committee, which is no more than two incidences over five years, and no individual settlement to exceed \$50,000.

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- (h) Furnish a current Certificate of Insurance or Medical Insurance Face Sheet verifying professional liability insurance coverage at a minimum of \$1 million occurrence/ \$3 million aggregate or \$2 million occurrence/\$2 million aggregate.
- (i) Furnish evidence of relevant (health care based) work history for a minimum of the last five years. Any gaps of six months or greater will require a verbal or written explanation outlining the circumstances that resulted in the gap. Any gaps exceeding one year will require a submitted written explanation. Information on work history must include the beginning and end month and year for each experience listed.
- (j) Never have been convicted of a criminal felony or of any criminal misdemeanor relating to the practice of his or her profession, other health care related matters, third-party reimbursement, controlled substances violations, child/adult abuse charges, or any other matter that in the opinion of the Sanford Health Plan Credentialing Committee that would adversely affect the ability of the applicant to be credentialed through the Plan.
- (k) Possess a current, unrestricted and unencumbered state (CDS certificate) and Federal Drug Enforcement Agency Certificate (DEA certificate) that is valid for all schedules unless such a certificate is, in the opinion of the Credentialing Committee, not needed for practice of the applicant's specialty (e.g., pathology).
- (l) Possess hospital privileges at a Sanford Health Plan participating hospital if the practitioner provides hospital procedures.
- (m) Agree to actively participate in utilization review and quality improvement activities of the Plan and permit Plan representatives to have access to his or her private office, if applicable, for the purpose of conducting on-site surveys.
- (n) Agree to comply with the Plan's policies and procedures and participate in the Plan's Quality Improvement Program as developed by the Plan's Board and Committees.
- (o) Submit such information to the Plan regarding his or her qualifications and credentials as may be requested by the Plan. Such information will include, but not necessarily be limited to:
  - (1) A copy or listing of privileges currently exercised at each Plan Participating hospital where he or she is appointed to the medical staff or granted permission to practice.
  - (2) A listing of any procedures for which clinical privileges were not granted in his or her hospital of active practice but exercised in his or her private office setting.
  - (3) Procedures that he or she regularly performs in his or her private office setting.
- (p) Supply, upon request, such information regarding the aspects of his or her private office practice, if applicable, related to his or her participation in the Plan that may be requested by the Plan.

For any practitioner not meeting the above Criteria, their Credentialing files will be presented to the Sanford Health Plan Credentialing Committee, with primary attention being given to those criteria not in compliance. Those "Any Exception" practitioners will receive thorough analysis by the Committee and their decision will be derived from the information presented. In the event that the evidence presented is specific to an issue of patient care by a specialty not represented on the Committee, a like specialist will be summoned to provide their expert opinion on the issue. That information will be used by the Committee to render a decision on a practitioner up for review based on the issue of patient care.

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## Section 2. Practitioner Types Requiring Credentialing/Recredentialing by Sanford Health Plan

The following types of practitioners are eligible for Participating Practitioner status, provided that they possess and provide satisfactory evidence as required through the Sanford Health Plan Credentialing process. The types of practitioners requiring credentialing by Sanford Health Plan include, but are not limited to:

- (a) Doctors of Allopathy
- (b) Doctors of Osteopathy
- (c) Physician Assistants
- (d) Nurse Practitioners
- (e) Nurse Midwives
- (f) Podiatrists
- (g) Psychologists (Master's level or higher)
- (h) Chiropractors
- (i) Optometrists
- (j) Audiologists (Master's level or higher)
- (k) Speech Pathologists
- (l) Physical Therapists
- (m) Occupational Therapists
- (n) Social Workers (Master's level or higher)
- (o) Dentists
- (p) Oral/Maxillofacial Surgeons
- (q) Nurse Anesthetists
- (r) Other practitioners with Master's level training or higher who have an independent relationship with Sanford Health Plan
- (s) Locum Tenens providers who have practiced in the same location for more than 60 days

## Section 3. Practitioners Who Do Not Need to be Credentialed/Recredentialed by Sanford Health Plan

Practitioners who practice exclusively within the inpatient setting and who provide care for organization members only as a result of the members being directed to the hospital or another inpatient setting do not need to be credentialed. The following are examples; however this list is not all-inclusive.

- pathologists
- radiologists
- anesthesiologists
- neonatologists
- emergency room physicians
- behavioral health care practitioners
- hospitalists
- telemedicine consultants
- Locum Tenens physicians who have not practiced at the same facility for 60 or more consecutive days

Practitioners who practice exclusively within freestanding facilities and who provide care for organization members only as a result of members being directed

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to the facility do not need to be credentialed. The following are examples; however this list is not all-inclusive.

- mammography centers
- urgent care centers
- surgi-centers
- ambulatory behavioral health care facilities

Examples of ambulatory behavioral health care facilities include, but are not limited to:

- psychiatric and addiction disorder clinics

#### Section 4: Practitioners Who Are Not Accepted by Sanford Health Plan

The following listing of practitioner types are not accepted by Sanford Health Plan and therefore credentialing applications for these types of practitioners will not be accepted:

- (a) Medical Residents
- (b) Registered Nurses
- (c) Licensed Practical Nurses
- (d) Practitioners not providing all required documentation in addition to a completed and attested to Credentialing application
- (e) Practitioners who have not achieved at a minimum a Master's degree education in the area of their practice
- (f) Allied health professionals who do not have a supervising physician.

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