

## **SERENITY BEHAVIORAL HEALTH SYSTEMS**

<b>SUBJECT:</b>	<b>CREDENTIALING</b>
<b>POLICY NUMBER:</b>	<b>HR-21.00</b>
<b>EFFECTIVE DATE:</b>	<b>June 1997</b>
<b>SUPERSEDES:</b>	<b>N/A</b>
<b>LAST REVISION DATE:</b>	<b>July 2010</b>

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### **POLICY:**

It is the policy of Serenity Behavioral Health Systems (SBHS) to obtain, verify and assess the qualifications of direct care staff providing client care services. Credentials will be periodically re-evaluated by the Credentialing and Privileging Committee (C&P).

### **PROCEDURE:**

#### **I. GENERAL GUIDELINES:**

- A. The Human Resources Department is responsible for obtaining primary verification of all direct care providers' licensure, certification, training and/or experience authorized by using Request for Credentialing Information SBHS Form 349.
  - 1. Upon acceptance of the offered position and during the initial employment processing, the employee will sign a Request for Transcript SBHS Form 864 instructing them to request a certified copy of their transcript be sent to the HR Manager within 30 (thirty) days. The employee will be required to show proof of requesting the transcript to Human Resources immediately. If at the end of 30 (thirty) days it has not been received the employee must follow up. If they cannot obtain a certified copy they will have to be released.
  - 2. If the employee is licensed or credentialed, they are to present their current license or certification to the Human Resources Department, who will make copies. Copies are to be maintained in the Credentialing File, Field File and the Licensure Notebook. The Human Resources Department is responsible for direct verification of all licensed staff.
  - 3. Licensed/certified staff must complete all managed care contracts as deemed necessary by SBHS.
  - 4. Any current employee who has not met the above criteria must comply immediately. Failure to comply with the policies and procedures of credentialing will result in disciplinary action up to and including dismissal.
  
- B. A minimum of two references is required that have been obtained by the interviewing supervisor or their designee and attached to the Personnel Action Request. An exception may be made for someone who has been employed at the same place for his or her entire previous employment history or if they are a new graduate.

**SUBJECT: Credentialing**

**Policy #HR-21**

**Page 2 of 2**

- C. Credentials will include verification of licensure or certifications prior to employment or requested during in processing. Background checks will be completed during in processing by fingerprinting staff through Cogent Systems.
- D. The Credentialing and Privileging Committee will review, for approval, applicable employees annually for appropriate training and clinical supervision.
- E. Licensed Independent Practitioners must reapply for clinical privileges every two (2) years. Applications will be reviewed by the C&P Committee for approval.
- F. The Credentialing and Privileging Committee reserves the right to review the continued credentialed status of staff at any time.

**ATTACHMENT:**

- I. [Request for Credentialing Information SBHS Form 349](#)
- II. [Transcript Request SBHS Form 864](#)

**APPROVAL SECTION:**

\_\_\_\_\_  
Chief Executive Officer

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Date

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

**RESCISSION SECTION:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

**REVIEW SECTION:**

\_\_\_\_\_  
Committee Chairperson

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Date

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Committee Chairperson

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Date

**SUBJECT: Credentialing**  
**Policy #HR-21**  
**Page 3 of 2**

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Committee Chairperson

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Date