# Credentialing Work Group

<table>
<thead>
<tr>
<th><strong>TITLE:</strong></th>
<th>Credentialing Work Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPONSOR:</strong></td>
<td>Practice Oversight Committee</td>
</tr>
<tr>
<td><strong>DATE PREPARED:</strong></td>
<td>November 26, 2019</td>
</tr>
<tr>
<td><strong>CHAIR:</strong></td>
<td>Chief Medical Officer</td>
</tr>
</tbody>
</table>

## GROUP GOVERNANCE & STRUCTURE

| CHAIRPERSON: | Chief Medical Officer or designee |
| **Committee Structure:** | The Credentialing Work Group consists of seven credentialed UNM Medical Group, Inc. (UNMMG) Providers including a minimum of one MD/DO, one DDS, and one advanced practice provider (APP). |

## DOCUMENT STATEMENT:

The purpose of this document is to serve as the governing document for the Credentialing Work Group.

This document can be changed per the request of the Practice Oversight Committee or Credentialing Work Group.

## PURPOSE:

- Oversees and advances privileging/credentialing recommendations to the Practice Oversight Committee that ensure that UNMMG is comprised of quality providers.
- Ensures UNMMG providers meet UNMMG Credentialing, Re-Credentialing and privileging standards in addition to regulatory requirements.
- Ensures UNMMG privileges are aligned with clinical resources.

## SCOPE:

The Credentialing Work Group is authorized to review and recommend actions for Providers/Other Health Providers’ (OHPs’) Credentialing/Privileging as directed by the Practice Oversight Committee. The Credentialing Work Group can make the following recommendations for UNMMG and UNM MG Locum Tenens Program Providers/OHPs as follows:

- Recommend approving participation at initial application for Credentialing/Privileging based on credentials meeting UNMMG standards for participation.
Credentialing Work Group

DUTIES:

- Recommend denial, limiting or restricting participation at initial application for Credentialing/Privileging based on credentials not meeting UNMMG standards for participation.
- Recommend approving continuing participation at application for Re-Credentialing/Reappointment based on credentials meeting UNMMG standards for participation.
- Recommend denial, limiting, or restricting participation at application for Re-Credentialing/Reappointment based on credentials meeting UNMMG standards for participation.
- Table decisions pending additional information required for applications for initial Credentialing/Appointment or for applications for Re-Credentialing/Reappointment if credentials or information is required to meet UNMMG criteria are incomplete.
- Recommend approval of Credentials/Privileging in cases where the applicant does not strictly meet standards but extenuating circumstances are in effect.
- Recommend the approval criteria developed for granting specific privileges ("Privilege Sets")

Credentialing Work Group Chairperson has authority to:

- Notify Provider/OHP of discrepant information requiring clarification; and
- Recommend approval of clean credentialing files.
- Designate an alternate physician (MD/DO/DDS) provider, in good standing, to act as Chairperson Designee for the purpose of reviewing of credentialing files and Re-Credentialing files for clean file approval.
**WORK GROUP OPERATION**

- The Credentialing Work Group will meet at least once a month. Additional meetings may be convened at the discretion of the Credentialing Work Group.

- The meeting will be conducted in accordance with the approved agenda.

- All recommendations made by the Credentialing Work Group will be recorded in the minutes taken by the Director of Credentialing or designee.

- At all meetings of the Credentialing Work Group, a minimum of three Credentialing Work Group Members shall be necessary to constitute a quorum. A quorum is needed in order for the credentialing recommendations to be made.

**APPROVALS:**

<table>
<thead>
<tr>
<th>Chair or Designee (Print Name)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Chair (Print Name)</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

The information contained herein was acquired or generated by, for and/or on behalf of a "review organization" (RO) as defined in the Review Organization Immunity Act (ROIA), §41-9-1 et seq., NMSA 1978, for the purposes of evaluating and improving the quality of health care services rendered by each of the components of the UNM Health System (including its medical providers) and reducing morbidity and mortality at each of the components of the UNM Health System (including its medical providers). Additionally, the information contained herein constitutes Patient Safety Work Product under the UNM Health System’s patient safety evaluation and quality improvement system. Accordingly, the data on this page is also protected under The Patient Safety and Quality Improvement Act of 2005, Pub. Law No. 109-41 (July 29, 2005) and the Patient Safety Rule promulgated thereunder, 42 C.F.R. Part 3, and, pursuant thereto, is considered confidential and privileged.