|  |  |
| --- | --- |
| SUBJECT: PHYSICIAN CREDENTIALING PROCESS | NO. 209 |
| It is the policy of Winning Wheels, Inc. to determine privileges for practitioners serving its Comprehensive Integrated Inpatient Rehabilitation and brain injury programs through a formal credentialing process. Winning Wheels, Inc. will credential and re-credential the following health care professionals:* Doctors of: Medicine (M.D.); Osteopathic Medicine (D.O.); and Chiropractic (D.C.).
* Behavioral Health Care practitioners including but not limited to: Psychiatrists, physicians certified in Addiction Medicine, doctoral level Clinical Psychologists (PhD), Licensed Professional Counselors, Licensed Clinical Social Workers, Alcohol and Drug Counselors, and other Counselors.
* Advanced Practice Nurse Practitioners; Physician Assistants; and other allied health professionals.
* Therapy professionals including but not limited to: Physical Therapist; Occupational Therapist; Speech Therapist.
* Dieticians who consult within the facility.
* Pharmacist who consult within the facility.
* Other consultants, not listed above, who provide professional consultation at the facility to or regarding the residents.

With the exception of:* Practitioners who practice exclusively within the inpatient setting of credentialed facilities and who provide care for a Winning Wheels, Inc. resident as a result of the resident being directed to the hospital or another inpatient setting.
* Practitioners who practice exclusively within freestanding facilities and who provide care for resident as a result of residents being directed to the facility.
 |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 2  |

|  |  |
| --- | --- |
|  PHYSICIAN CREDENTIALING PROCESS | NO. 209 |
| Winning Wheels, Inc. assures the confidentiality of the information collected through the credentialing process by:* Maintaining files in a secure environment.
* Limiting access to the file to senior staff (Administrator, Director of Nursing, Corporate Consultants) and the Board of Directors

Procedure:Professionals requiring credentialing are sent a letter requesting the following information:* Professional name
* Curriculum Vitae (if applicable)
* Certificate of Liability Insurance
* Certificate of Worker’s Compensation Insurance
* Professional license number and a current copy of the license
* Controlled Substance License and a current copy of the license (if applicable)
* DEA License and a current copy of the license (if applicable)

The documents are reviewed upon receipt to ensure that they are accurate and current for the professional.Physicians and other credentialed professionals are required to notify us if the following occurs:* The surrendering, revocation or suspension of a license
* The surrendering, revocation or suspension of DEA registration
* Loss of malpractice insurance
* Discovery by the provider that it is under investigation for fraud and abuse

On an annual basis, based on expiration date, Winning Wheels Inc. confirms the physician’s license, DEA and malpractice insurance are current and valid.The credentialing process will be overseen by the American Health Enterprises, Inc. Director of Clinical Services or their designee.  |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 2 of 2  |