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<b>Section-14 Health Services</b>	<b>OP-140134</b>	<b>Page: 1</b>	<b>Effective Date: 04/25/2018</b>
<b>Credentialing Process</b>	<b>ACA Standards: 2-CO-4E-01, 4-4382, 4-4392, 4-ACRS-4C-18</b>		
<b>Joe M. Allbaugh, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Credentialing Process

The Oklahoma Department of Corrections (ODOC) will conduct pre-employment credentialing and periodic credentialing reviews on each licensed healthcare practitioner providing health care services. This process will be used to select and evaluate practitioners who wish to practice within ODOC facilities. Credentialing is used to ensure that the Department of Corrections employs competent and qualified licensed health care practitioners. (2-CO-4E-01, 4-4382M)

### I. Initial Credentialing Components

#### A. Scope

1. Credentialing will be required for all licensed practitioners who provide medical care within ODOC facilities. (4-4382M, 4-ACRS-4C-18)
2. Privately contracted health care practitioners must also participate in the credentialing process and meet ODOC credentialing requirements. (4-4382M, 4-ACRS-4C-18)

#### B. Confidentiality

Credentialing documents will be placed in the employees' personnel file. (4-4382M, 4-ACRS-4C-18)

#### C. Process

1. The Medical Services Administrative office will initiate and conduct the certification process for all licensed health care practitioners prior to hiring.

2. Each facility correctional health services administrator (CHSA) will maintain certification of current licensure of the licensed health care practitioners at their respective facility as identified by the ODOC position budgeting report.
3. The chief medical officer or designee will review and interpret the data collected in the credentialing process. The chief medical officer or designee will be authorized to impose practice restrictions upon the applicant or may deny an offer of employment.  
  
The chief medical officer or designee will investigate licensed health care practitioners when there is documented evidence of poor quality care and/or where inappropriate professional behavior has been identified.
4. Contracted private prison vendors will ensure their licensed health care practitioners are credentialed according to this procedure. Consultation will be available through the ODOC Medical Services Administrative office.

## II. Pre-Employment Credentialing

### A. Required Credentialing Information

The "Applicant Questionnaire & Background Investigation Form", ([OP-110210, Attachment A](#)) will be the primary instrument for collecting required credentialing information. Licensed health care practitioners will submit the following documents, as appropriate, when they submit their "Applicant Questionnaire & Background Investigation Form":

1. Copy of current license;
2. Copy of current DEA certificate and Oklahoma Bureau of Narcotics and Dangerous Drugs (OBND) certificate;
3. Copy of any board certifications held;
4. Educational training credentials, when applicant is not board certified;
5. Current resume/curriculum vitae, with explanations for any gaps in employment;
6. Copy of current malpractice insurance carrier with address and phone number;
7. Name of all hospitals/facilities where clinical privileges were held;
8. Copy of DD214, if applicable;

9. If applicant has ever practiced in another state, they must provide all the above items for that particular state also;
10. Copy of college transcript or diploma; and
11. Report from the National Practitioner's Data Bank.

B. Verification of Credentialing Information

Verification of the collected information will be conducted in accordance with "Applicant Questionnaire and Background Investigation Form" ([OP-110210, Attachment A](#)).

C. Students and Interns

Students and interns providing health care within the institution will be under the direct supervision of staff commensurate with their level of training. (4-4392)

III. Periodic Recredentialing

CHSA's will ensure that current licenses and certificates are maintained on file for each licensed health care practitioners. (4-4382M) If any practitioner's license expires, is not renewed, or is suspended, the CHSA will notify the chief medical officer immediately.

IV. References

Policy Statement No. P-140100 entitled "Inmate Medical, Mental Health and Dental Care"

OP-110210 entitled "Employee Background Investigations and Post Conditional Offer of Employment Testing"

V. Action

The chief medical officer is responsible for compliance with this procedure.

The director of Health Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure will be effective as indicated.

Replaced: Operations Memorandum No. OP-140134 entitled "Credentialing Process" dated November 23, 2016

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Applicant Questionnaire and Background Investigation Form”	<a href="#">OP-110210</a>