

<i>Manual</i>	Professional Staff	<i>Effective Date</i>	05/31/2007
<i>Policy #</i>	PS 011	<i>Date Revised</i>	05/31/2008
<i>Responsible Person</i>	Director, Professional Staff Services	<i>Next Scheduled Review</i>	02/28/2023

PURPOSE

The Professional Staff collects, verifies, and assesses information regarding (a) current licensure; (b) education and relevant training; and (c) experience, ability and current competence of practitioners requesting privileges. Verification is sought to minimize the possibility of granting privileges based on the review of fraudulent documents.

POLICY

The Hospital verifies that the practitioner requesting approval is the same practitioner identified in the credentialing documents by viewing one the following:

- A current picture hospital ID card
- A valid picture ID issued by a state or federal agency

PROCEDURE

I. Initial application

- a) A request for one of the identifications is sent to the practitioner accompanied by the application for membership and privileges. The application is not considered complete if not accompanied by an identification and will not be processed until an identification is received.
- b) When requesting verification of education and training via primary source, a copy of the applicant’s submitted photograph accompanies the written request to the medical school, as well as the healthcare facilities where the applicant completed internship, residency, and fellowship
- c) When requesting verification of experience, ability, and current competence via primary source, a copy of the applicant’s submitted photograph accompanies the written request to the affiliated healthcare facility where the practitioner had or has clinical privileges.
- d) When requesting verification of experience, ability, and current competence via primary source, a copy of the applicant’s submitted photograph accompanies the written request to the peer references listed on the application.

II. Initial appointment

- a) Initial appointment is pended until the practitioner receives a valid UCLA picture ID card from the UCLA Healthcare System Security Office who verifies that the practitioner requesting membership and privileges is the same practitioner identified by viewing a valid picture ID issued by a state or federal agency
 - i) A list of pending initial appointments is sent to the Security Office with SSN identifier

- ii) The Security Office issues a valid picture ID card to the practitioner
- iii) The Security Office forwards a valid digital picture ID of the practitioner with SSN identifier to the Professional Staff Services Department for comparison viewing and insertion into the Professional Staff database.
- iv) The Professional Staff Services Department notifies the practitioner of initial appointment following successful identification and Governing Body approval of membership and privileges

III. Verification of current professional staff status

Upon request from healthcare facilities of a practitioner's current professional staff status, the Professional Staff Services Department includes the valid picture ID from its database as part of the affiliation letter.

IV. Reappointment application

- a) When requesting verification of education and training via primary source, the digital photograph from the database accompanies the written request to the healthcare facility where the applicant completed a residency or fellowship.
- b) When requesting verification of experience, ability, and current competence via primary source, the digital photograph from the database accompanies the written request to the affiliated healthcare facility where the practitioner had or has clinical privileges.
- c) When requesting verification of experience, ability, and current competence via primary source, the digital photograph from the database accompanies the written request to the peer references listed on the application.

References HS 8101: Identification- Employee, Physician and Temporary Staff
Medical Center Security Department Photo ID Information
Health System Photo ID Application Form

APPROVALS

Professional Staff Executive Committee: May 20, 2008/Reviewed no changes 2/28/2020

Governing Body: May 31, 2008/Reviewed no changes 2/28/2020