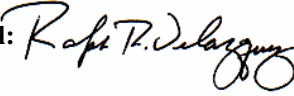




<b>Binder:</b>	<u>Credentialing Committee</u>		
<b>Policy Number</b>			
<b>&amp; Title:</b>	<u>QM.CRD.05 Confidentiality of Credentialing Information</u>		
		<b>Original</b>	
<b>Author:</b>	<u>Ed Hirsch</u>	<b>Date:</b>	<u>10/18/02</u>
		<b>Revision</b>	
<b>Replaces:</b>	<u>N/A</u>	<b>Date(s):</b>	<u>4/4/03, 4/28/05, 2/21/07</u>
<b>Approval:</b>		<b>Title:</b>	<b>VP &amp; Chief Medical Officer</b>

**POLICY**

OSF HealthPlans will take reasonable precautions to prevent the unauthorized disclosure of information and records relating to credentialing and recredentialing of practitioners. All records and information will be maintained in an accurate and confidential manner, and in accordance with the Medical Studies Act.

**PROCEDURE**

1. All confidential credentialing information obtained during the credentialing and recredentialing process will be kept in each practitioner’s credentialing file. Credentialing files are stored in a specific area in the Quality Management Department. Access to these files is restricted.
2. The Credentialing Specialist will maintain confidential portions of practitioner data stored in the credentialing software and will restrict access to this information.
3. Members of the OSF HealthPlans Credentialing Committee will sign confidentiality statements that will be kept on file for their tenure on the Committee.
4. Practitioners may at any time view the information contained in their credentialing files as delineated in policy QM.CRD.18 Practitioner’s Right of Review.