



Binder:	Credentiaing Committee	
Policy Number		
& Title:	QM.CRD.18 Practitioner's Right of Review	
		Original
Author:	Ed Hirsch	Date: 4/1/98
		Revision
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Approval:	<i>Rafael T. Delacruz M.D.</i>	Title: V.P./ Chief Medical Officer

POLICY

It is the policy of OSF HealthPlans to allow practitioners the right to review material contained in their credentialing file and to obtain the status of their application upon request.

PROCEDURE

1. Each OSF HealthPlans notification letter of credentialing results will contain the following statement:

“You have the right to review information OSFHP obtained to evaluate your credentialing/recredentialing application. This includes information obtained from outside sources (e.g., malpractice insurance carriers, state licensing boards) with the exception of references, recommendations or other peer-review protected information.”

2. The practitioner must submit their request in writing to the Credentialing Specialist.
3. The Credentialing Specialist will make an appointment for the practitioner at the OSF HealthPlans office to review his/her file in the presence of the Credentialing Specialist.
4. A practitioner can check the status of their credentialing/recredentialing application at any time during the process via the phone or in writing.
5. Practitioners are notified of these rights via the OSF HealthPlans website.