



<b>Binder:</b>	<u>Credentialing Committee</u>	
<b>Policy Number</b>		
<b>&amp; Title:</b>	<u>QM.CRD.20 Recredentialing Delinquent</u>	
	<b>Original</b>	
<b>Author:</b>	<u>Linda Gonias</u>	<b>Date:</b> <u>5/24/00</u>
	<b>Revision</b>	
<b>Replaces:</b>	<u>Removal From Directory</u>	<b>Date(s):</b> <u>2/16/01, 4/4/03, 4/25/07</u>
<b>Approval:</b>	<u>Rafael P. Delacruz M.D.</u>	<b>Title:</b> VP & Chief Medical Officer

**POLICY**

It is the policy of OSF HealthPlans to recredential all participating physicians in accordance with the State of Illinois Health Care Professional Credentials Data Collection Act based on the last digit of their social security number. All other practitioners will be recredentialled within 36 months of their last credentialed date.

**PROCEDURE**

1. If a file becomes delinquent, the Credentialing Specialist will send the participating practitioner a certified letter requesting completion of the required elements within 30 days. (*Note: Delinquent is defined as the day after the required recredentialing date.*)
2. The letter will advise the practitioner that if the missing elements are not received by OSF HealthPlans within 30 days of the date of the letter, the following will occur:

**PCP**

- A. A member list will be generated.
- B. Letters are sent to all assigned members notifying them that the practitioner is no longer participating in the OSF HealthPlans network.

**SCPs**

- A. A list is generated of members seen by the specialist during the prior year.
  - B. A list is generated of members with an active referral to the specialist.
  - C. Letters are sent to members notifying them the practitioner is no longer participating in the OSF HealthPlans network.
4. The practitioners profile is updated to reflect that he/she is non-participating.
  5. The practitioner's name will be removed from the directory and web page.