TITLE: CREDENTIALING & PRIVILEGING OF TELEMEDICINE SERVICES

REFERENCE: TJC MS 13.01.01

1. PURPOSE:
To establish a policy and procedure for consistent and thorough credentialing of applicants desiring clinical privileges as members of the Telemedicine Staff at the University of California, San Diego Health Systems (UCSDHS).

2. DEFINITION:
Credentialing- Is the process of determining whether an applicant for appointment or reappointment to the Telemedicine Staff is qualified for membership and the specific clinical privileges based on established professional criteria.
Credentialing Acknowledgement – This agreement allows UCSDHS to use the credentialing that the contracted service has performed relying on the fact that the contracted service is a Joint Commission on Accreditation of Healthcare Organization accredited service. In accordance with TJC Medical Staff Standards LD 04.03.09, and MS.06.01.13 the practitioner providing telemedicine services “may be privileged at the originating site using credentialing information from the distant site if the distant site is a Joint commission accredited organization.”

Diagnostic Teleradiology – Includes the reading and interpretation of any diagnostic imaging study that can be sent over a telemedicine link, including but not limited to the following: Computed tomography (CT) Scans; Ultrasound; Plain films; Magnetic resonance (MR) scans; and Nuclear medicine.

Interpretation Services – Shall solely consist of providing preliminary interpretations of radiology studies to UCSDHS. Interpretation Services do not include providing official interpretation or reports or providing any type of supervision or oversight for radiology services performed at UCSDHS.

3. POLICY:
It is the policy of the UCSDHS to promote quality patient care by exercising due care in awarding practitioners of the Telemedicine Staff membership with clinical privileges. The UCSDHC will utilize the credentialing information provided by the contracted Telemedicine Service to make privileging decisions.

4. TELERADIOLOGY CREDENTIALING & PRIVILEGING:
Teleradiology physicians will be granted privileges through UCSD Department of Radiology. As a Joint Commission accredited organization, the contracted teleradiology service has credentialled each radiologist performing Interpretation Services on behalf of the Radiology Group or Radiologist for UCSDHS. The UCSDHS privileges granted to each teleradiologist are for Diagnostic Teleradiology. As part of its credentialing process, the contracted teleradiology service has verified that each teleradiologist providing Interpretation Services to Radiology Group or Radiologist and UCSDHS has the appropriate medical training, certification, and other credentials necessary to provide such services.

A. Contracted Teleradiology Service Warrants and Ensures the Following for Each Teleradiologist:
   a. Duly licensed and qualified and in good standing to practice medicine in the State of California;
   b. Is board certified/board eligible in radiology and shall maintain such certification during the term of the acknowledgement between the contracted teleradiology service and UCSDHS;
   c. Has and shall maintain active medical staff privileges at the contracted teleradiology service and UCSDHS.
   d. Renders interpretation services within the scope of the radiologists’ respective privileges as granted by the contracted teleradiology service and UCSDHS.
e. Is granted privileges in Diagnostic Teleradiology that includes the reading and interpretation of any diagnostic imaging study that can be sent over a telemedicine link, including, but not limited to the following: computed Tomography (CT) Scans; Ultrasound; Plain Films; Magnetic Resonance (MR) Scans; and Nuclear Medicine.

B. UCSDHS Reliance on Contracted Teleradiology Service Credentialing & Issuance of Privileges – Based on the above representations and assurances of the contracted teleradiology service and that the contracted teleradiology service will notify UCSDHS of any action taken that constitutes a reportable event to the NPDB as described in 42 U.S.C. § 11133; and pursuant to TJC standard MS 13.01.01, UCSDHS may rely on the contracted teleradiology service’s privileging and credentialing activities.

5. PROCEDURE – INITIAL APPOINTMENT:
A. The contracted teleradiology service will provide Medical Staff Administration at UCSDHS at least five (5) business days prior to the addition of a new teleradiologist:
   a. A Teleradiology Credentialing Profile (see attached example)
   b. Teleradiology Services approved Delineation of Privileges.
   c. Evidence of current malpractice insurance coverage by the contracted Teleradiology Service.

B. Application Processing. Upon receipt of the above documentation at Medical Staff Administration, the applicant’s documents will be placed into their credential file, and the following will be performed:
   a. Database Update: The applicant’s information will be added to the Medical Staff Administration Database.

C. Credentialing Review And Approval Process:
   a. The new teleradiologist will be added to the Credentials Committee summary and that all primary source verifications have been performed by the contracted teleradiology service per the TJC standards.
   b. The Medical Staff Executive Committee (MSEC) shall act upon the Credentials Committee's report and recommendations at its next regularly scheduled meeting.
   c. The MSEC shall forward to the CEO, UCSDHS, as a designee of the Governing Body, a written report and recommendation as to medical staff appointment.
   d. The CEO, UCSDHS, acting on behalf of the Governing Body, or a designee of the CEO, UCSD Medical Center, shall act on the recommendation of the Medical Staff Executive Committee no more than sixty (60) days after receipt of the recommendation.

D. Medical Staff Administration shall perform the following:
   a. Query of the NPDB for adverse actions.
   b. Post delineation of privilege forms on the Intranet.
   c. Update databases with the new appointment dates, etc.
   d. Incorporate the teleradiology service documentation and supplementary verifications and documentation into the credential file.
   e. Notify the contracted teleradiology service of the appointment dates.

6. PROCEDURE – REAPPOINTMENT:
A. The contracted teleradiology service reappointment process shall be completed prior to expiration of current privileges and within two years of initial appointment date. The renewal approval process by contracted teleradiology service shall follow the same process as that of granting initial privileges. The contracted teleradiology service will verify the following:
   a. Any change in relevant education, training and experience since initial privileging;
   b. Verification of current licensure, including any actions taken against the license;
   c. An updated health statement from the applicant confirming they can perform the services s/he has been providing.
   d. Query of the NPDB for adverse privilege actions;
   e. Two current peer references;
TITLE: CREDENTIALING & PRIVILEGING OF TELEMEDICINE SERVICES

f. Criminal background check.

B. Medical Staff Reappointment Process:
   a. At least four (4) months prior to the expiration of the current Staff appointment, a request will be sent to the contracted teleradiology service for an updated transfer form and a copy of the quality profile for the practitioner from the contracted teleradiology service for the previous 24 months.
   b. UCSD Peer review cases assigned category III, IV or V will be taken into account at the time of reappointment in accordance with MCP 580.1A, Peer Review: Medical Staff and Licensed Independent Practitioners (LIP), and will be available to the Credentials Committee and the Medical Executive Committee.

C. Primary Source Verifications:
   i. Primary Source queries are completed by the contracted teleradiology service. Any outlying information will be reviewed by the medical staff administration office, and at credentials committee.
   ii. In addition, Medical Staff Administration will run Primary Source queries on NPDB.

D. Completed Re-Credentialing Review And Approval Process:
   a. Medical Staff Administration will review any UCSD peer review cases, identified in the previous 24 months and flag for discussion at the next Credentials Committee.
   b. The Credentials Committee shall review and recommend to the Medical Staff Executive Committee the appointment and requested clinical privileges.
   c. The Medical Staff Executive Committee (MSEC) shall act upon the Credentials Committee's report and recommendations at its next regularly scheduled meeting.
   d. The MSEC shall forward to the CEO, UCSDHS, as a designee of the Governing Body, a written report and recommendation as to medical staff appointment.
   e. The CEO, UCSDHS, acting on behalf of the Governing Body, or a designee of the CEO, UCSDHS, shall act on the recommendation of the Medical Staff Executive Committee no more than sixty (60) days after receipt of the recommendation.
   f. Medical Staff Administration shall perform the following:
      i. Post delineation of privilege forms on the Intranet.
      ii. Update databases with the new appointment dates, etc.
      iii. Incorporate the contracted teleradiology service documentation and supplementary verifications and documentation into the credential file.
      iv. Notify the contracted teleradiology service of the appointment dates

ATTACHMENT:
Nighthawk Radiology Services LLC (Virtual Radiologic or VRad) Credentialing Acknowledgement
Exhibit “A” – example of Practitioner Profile

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**Teaching Appointment(s):**

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**Dates of Service:**

- 07/01/008 to 08/30/2009
- 09/01/2009 to 09/30/2009
- 12/01/2009 to 12/31/2009
- 01/01/2009 to 01/31/2009
- 02/01/2009 to 02/28/2009
- 03/01/2009 to 03/31/2009
- 04/01/2009 to 04/30/2009
- 05/01/2009 to 05/31/2009
- 06/01/2009 to 06/30/2009
- 07/01/2009 to 07/31/2009
- 08/01/2009 to 08/31/2009
- 09/01/2009 to 09/30/2009
- 10/01/2009 to 10/31/2009
- 11/01/2009 to 11/30/2009
- 12/01/2009 to 12/31/2009

**Reason for Leave:**

- 07/01/008 to 08/30/2009: FMLA (Family Medical Leave Act)
- 09/01/2009 to 09/30/2009: Compensated C-section delivery and community leave
- 12/01/2009 to 12/31/2009: Other leave

**Week History:**

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**Location:**

- Michigan State University
- 517-355-0130
- 517-432-2840

**Chief of Staff:**

- Gerald R. Aben, MD

**Staff Status:**

- Resident
- Chief of Staff