



Credentialing News for You

Volume 2, Issue 4

Winter 2011

OhioHealth Group
Credentialing Services
www.ohiohealthgroup.com
445 Hutchinson Ave Ste 550
Columbus OH 43235
614-566-0401

Credentialing Services Contacts

Bonnie Chapman
Administrative Assistant
bchapman@ohiohealthgroup.com
614-566-0010

Lisa Gillenwater, CPCS
Credentials Coordinator
lgillenwater@ohiohealthgroup.com
614-566-0017

Mary Hammond
Credentials Coordinator
mhammond@ohiohealthgroup.com
614-566-0120

Jayne Rose
Credentials Coordinator
jrose@ohiohealthgroup.com
614-566-0172

Lori Henry
Provider Maintenance Specialist
lhenry@ohiohealthgroup.com
614-566-0177

Debra Jacobsen
Credentialing Specialist
djacobsen@ohiohealthgroup.com
614-566-0122

Ann Moeller, CPCS, CPMSM
Director
amoeller@ohiohealthgroup.com
614-566-0181

News Flash—Changes to OHG Credentialing Services

Bonnie Chapman

Due to the heavy volume of credentialing that comes into our office effective December 1, 2011 all items that are requested in the CVO Application Packet for practitioner hospital credentialing must be returned with your application before it will be released and begin the credentialing process by any entity. The following are items required:

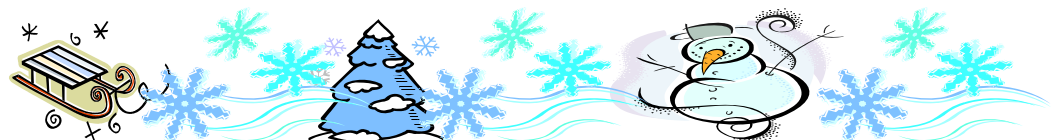
- CV / Curriculum Vitae
- Application Fee**
- OhioHealth Medical Staff Office Addendum* (2 additional references different from CAQH and 2 questions must be completed)
- Authorization Form to conduct a Criminal Background and/or Fingerprint Process*
- Legible Notarized copy of applicant's driver's license or other government issued photo ID*
- Confidentiality Statement of Understanding*
- OhioHealth Internet User Agreement*
- Medicare/TriCare/KePRO Patient Penalty Statement Form*
- Health Assessment and, if not completed on the same form, TB Test Documentation showing it was in the past 12 Months* (The TB Test documentation can be from another organization if in the last 12 Months)
- ORB Registration / Connectivity Agreement*
- Recent Portrait Quality Photograph of yourself that meets the following requirements:** (You may email me, attach original photo or put on CD and include with the packet)
 - Plain or studio backdrop
 - Attire should be suit, sport coat or lab coat
 - Body should be at a slight angle with head turned to lens
 - Lighting should be from studio light or natural
 - Save at a resolution of 300 pixels as a .jpg
 - If scanning, save at 150 dpi or higher

* Included in the application packet that must be completed in its entirety and returned

** Required documents that must be returned along with this packet

The packet includes a sign release form to request the applicant's 5 year Malpractice Claims History Verification. You must request this for all carriers including training if in last 5 years. The carrier(s) will return the information to us. Please make sure to follow up with our office to ensure this has been received because failure to have these returned will cause a delay in the approval of hospital privileges.

In addition, we need a completed CAQH to accompany the CVO Application Packet. You do not need to print the application as we will download the online version. However the CAQH must be updated with the Ohio practice and with all current information on the practitioner. The more complete and accurate your packet is (Continued on page 2)



News Flash—Continued

The easier and smoother the credentialing process will be. Remember to review all attestation questions and answers every 120 days. Make sure the questions are answered honestly. Failure to do this will delay the processing of your application. The standard credentialing process is 90 to 120 days after we receive all complete and accurate information in the application packet and on CAQH.

There is some good news for you. Effective January 1, 2012 the application fee for initial practitioner credentialing will change to the following:

- 1 Hospital - \$390
- 2 Hospitals - \$505
- 3 Hospitals - \$620
- 4 Hospitals - \$735
- 5 Hospitals - \$850

Effective January 1, 2012 we will be credentialing mid-level practitioners on behalf of Riverside Methodist Hospital, Grant Medical Center, Doctors Hospital, Dublin Methodist Hospital and Grady Memorial Hospital. An initial application packet for mid-level practitioners to apply will be posted to our website by mid/late December 2011. Our website is located at <http://www.ohiohealthgroup.com/ForProviders/CredentialingServices.aspx> (Note: We will also require a completed CAQH in addition to this packet.)

We will be providing credentialing services for the following mid-level practitioners: Certified Nurse Practitioners, Certified Nurse Midwife, Certified Registered Nurse Anesthetist, Clinical Nurse Specialists, Physician Assistants, Hospital Physicians and Massage Therapists.

The application fee for mid-level practitioners will be:

- 1 Hospital - \$290
- 2 Hospitals - \$305
- 3 Hospitals - \$320
- 4 Hospitals - \$335
- 5 Hospitals - \$350

If you have any questions, you can contact Credentialing Services at 614-566-0010.

Webinars—Earning CEUs at a Click of a Button

Lisa Gillenwater

Webinars are becoming increasingly popular as a way to receive Continuing Education Units for practitioners, as well as office personnel who are certified in their field. The advantage of webinars is no travel time involved and there are always webinars being offered. One thing to keep in mind before participating in any webinars – make sure your organization will accept the CEUs

Here are the websites of some organizations where you can participate in webinars:

AMA

<http://www.ama-assn.org/ama/pub/education-careers/webcasts-webinars.page>

Horty Springer

<http://www.hortyspringer.com/hsm/AudioConf.aspx?id=150>

Edge-U-Cate

http://www.edge-u-cate.com/index.php?option=com_content&view=category&layout=blog&id=36&Itemid=73

NAMSS

<http://www.namss.org/Education/CEOpportunities/OnlineCourses/tabid/121/Default.aspx>

Academy Medical

<http://www.academymedical.com/webinar.asp>

Association of Staff Physician Recruiters

<http://www.academymedical.com/webinar.asp>

Medical Group Management Association

<http://www.mgma.com/webinars/>

Making Your List and Checking it Twice

Lori Henry and Deb Jacobsen

Now that the holidays are approaching, we thought it would be a good time to share our “List” of what is needed to make sure that Initial Credentialing packets and Reappointment packets are received completed and in a timely manner.

Just a friendly reminder, the CAQH application needs to be reviewed and changes must be made before the submission of any applications. If not, this will delay the credentialing process.

Before sending packets to Credentialing Services:

INITIALS

1. Signature pages signed and dated
2. Professional photo – from the shoulders up
3. Health assessment completed
4. All required references
5. CV / Curriculum Vitae
6. Current malpractice insurance, DEA (if applicable), and state license
7. CAQH attestation questions answered correctly and honestly; reviewed every 120 days
8. Application Fee

REAPPOINTMENT

1. Include address pages, even if there are no change
2. Signature pages signed and dated
3. Carefully review and answer attestation questions appropriately
4. DOPs—if applicable
5. Current malpractice insurance, DEA (if applicable) and state license
6. CAQH attestation questions answered correctly and honestly; reviewed every 120 days
7. W-9 – if you have changed or added TIN; if group name changed; if billing address changed

**The OhioHealth Group Credentialing Services
wishes you and your family
a joyous
Holiday Season!**

