

**Job Sheet**

**Process Name:** Reappointment

**Position:** Credentialing Liaison (CL)

<b>Main Steps</b>	<b>Breakdown Steps</b>	<b>Red Flags (Items to watch out for, what can go wrong)</b>	<b>Why</b>	<b>Tips and Tools</b>
1. CVO Prep - monthly Reappointment Roster spreadsheet to the 3 MSA's plus internal CL's. (One month prior to AppCentral link being sent).	1. CL reviews the roster for planning purposes.		<ul style="list-style-type: none"> <li>• Make the CL aware</li> </ul>	<ul style="list-style-type: none"> <li>• The monthly reappointment roster.</li> </ul>
2. CVO sends (1) reappointment email; (2) Cactus App Central link email to the provider. CL copied on #2.	1. CL notes date of email for planning purposes.	<ul style="list-style-type: none"> <li>• CL is not copied on Cactus email</li> </ul>	<ul style="list-style-type: none"> <li>• Make the CL aware</li> </ul>	<ul style="list-style-type: none"> <li>• Cactus email.</li> <li>• Note: Multiple providers the email notices could take up to 2 days.</li> <li>• <a href="http://clinicalaffairs.unm.edu/common/documents/cvo-documents/Reappt%20Liaison%20instructions.pdf">http://clinicalaffairs.unm.edu/common/documents/cvo-documents/Reappt%20Liaison%20instructions.pdf</a></li> <li>• <a href="http://clinicalaffairs.unm.edu/common/documents/cvo-documents/Provider%20How%20to.pdf">http://clinicalaffairs.unm.edu/common/documents/cvo-documents/Provider%20How%20to.pdf</a></li> </ul>
3. CL schedules (or reminds provider to complete): <ol style="list-style-type: none"> <li>EOH/TB test</li> <li>N95 fitting</li> <li>OSHA/Learning Central</li> <li>CLIA form</li> <li>Other items per case-by-case</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with provider to determine scheduling.</li> <li>2. Send CLIA form to provider.</li> </ol>	<ul style="list-style-type: none"> <li>• Not completing the tests prior to committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliant for committee review.</li> </ul>	<ul style="list-style-type: none"> <li>• Reappointment checklist from CVO.</li> <li>• N95 Note: Complete exemption form if applicable.</li> <li>• Positive TB Test Note: If prior TB positive that is noted on file, then no annual re-test is required.</li> </ul>

				<ul style="list-style-type: none"> <li>• <a href="https://srs.unm.edu/assets/documents/UNM_Bloodborne_Pathogens.pdf">https://srs.unm.edu/assets/documents/UNM_Bloodborne_Pathogens.pdf</a></li> </ul>
4. Follow up and send items to CVO.	<ol style="list-style-type: none"> <li>1. Gather documentation from Main Steps 3 a. – e.</li> <li>2. Specific requests from CVO or MSA (per case by case): <ul style="list-style-type: none"> <li>• Activity Log from provider or request from UNMMG portal <a href="http://unmmg.health.unm.edu/qcpi/">http://unmmg.health.unm.edu/qcpi/</a></li> <li>• OHP scope of practice (OHP).</li> <li>• Privilege support documents (Med Staff/AHP).</li> <li>• Certificate of Insurance (COI) for non-employed providers.</li> </ul> </li> <li>3. Scan and load documents to provider folder.</li> </ol>	<ul style="list-style-type: none"> <li>• Provider does not have enough activity and requires clarification of need for reappointment.</li> </ul>		<ul style="list-style-type: none"> <li>• Tips: Go to NMMB website <a href="http://www.nmmb.state.nm.us/licensing">www.nmmb.state.nm.us/licensing</a> to download supervising position statement (for PA's and PHC) for change in supervising physician or location change.</li> </ul>
5. End of committee process (provider credentialed and should be enrolled).	<ol style="list-style-type: none"> <li>1. Distribute to provider: <ol style="list-style-type: none"> <li>a. Governing body approval letter (cc other as appropriate).</li> <li>b. Managed care approval letter (cc other as appropriate).</li> </ol> </li> <li>2. Load to online or paper file.</li> </ol>			