

Job Sheet – Main

As Needed Process(s) Name:

1. Changes in Department (UNMH privileged only)

Position: Credentialing Liaison (CL)

Main Steps	Breakdown Steps	Red Flags <i>(Items to watch out for, what can go wrong)</i>	Why	Tips and Tools
1. Changes in Department (UNMH privileged only).	<ol style="list-style-type: none"> 1. Receiving department and terming department CL notify UNMH MSA via email. 2. Coordinate with MSA on questions, privileges, etc. 3. Receiving department CL completes updated Provider Enrollment form and sends to Provider Enrollment. 	<ul style="list-style-type: none"> • Practicing with incorrect privileges. 	<ul style="list-style-type: none"> • To ensure integrity of provider data. 	