

Job Sheet

Monthly/Annual Process(s):

1. Expirables

Position: Credentialing Liaison (CL)

Main Steps	Breakdown Steps	Red Flags (Items to watch out for, what can go wrong)	Why	Tips and Tools
<ol style="list-style-type: none"> 1. Expirables: NM Licensure, NM DEA, NM CSR. 	<ol style="list-style-type: none"> 1. Receives an email notice from CVO prior to expiration: <ol style="list-style-type: none"> a. CL approximately one month b. CL, MSA, and provider 2 weeks c. CL and MSA within the week of expiration 2. Forwards emails to provider and continues to remind provider. 	<ul style="list-style-type: none"> • Providers starting the same month as their license expires. 	<ul style="list-style-type: none"> • So the provider can continue to practice and institution can continue to get revenue. 	<ul style="list-style-type: none"> • Licensing Job Aide.