Subject: Licensing and Credentialing

1. Topic
   Licensing and Credentialing

2. Content
   The resident will be introduced to requirements for licensing and credentialing and learn to maintain a professional portfolio.

3. Goals: Aims/Outcomes
   a. The resident will learn how to access the various agencies involved in licensing and credentialing and how to identify people in their community to assist them with this process.

4. Objectives
   a. Understand the requirements for
      i. state licensure
      ii. DEA registration
      iii. National Provider Identifier
      iv. Hospital credentialing
      v. Managed care credentialing
   b. Develop your professional packet to gather together this information

5. Materials and Aids
   a. Power point on Licensure and Credentialing
   b. The Business of Medicine, Chapter 5

6. Procedures/Methods
   a. Introduction
      i. Review Power Point with residents
   b. Development
      i. Invite individuals that are actively involved in licensing/credentialing
         1. Individual responsible for credentialing of faculty
         2. Chief of staff of teaching hospital and/or community hospital
         3. Individual responsible for negotiations with managed care for faculty
4. Business manager for large private practice in area

c. **Practice**
   i. Group discussion of how to compile portfolio, impact of national data banks

d. **Independent Practice**
   i. Fourth year residents must compile their information packet including personal information, medical education and training records, employment history including job descriptions (include all professional employment and pertinent post baccalaureate employment), current and past hospital affiliations, references, list of procedures as recorded in ACGME case logs, current and past state licensure, DEA registration, military service, membership in medical associations, previous liability claims. As they acquire additional information, it can be included in this file at a later date.

e. **Accommodations (Differentiated Instruction)**
   i. Power point available for residents unable to attend or for future reference

f. **Checking for understanding**
   i. Brief post test covering 3-4 main points (e.g. FSMB/FCVS, NPI, types of hospital credentialing, data banks, etc.)

g. **Closure**
   i. Wrap up of group session with any questions/comments from presenters/audience

7. **Evaluation**
   a. Post session evaluation by residents re usefulness, format, suggestions
   b. Review of graduating senior’s portfolios with faculty advisor

Sources of Information see Business of Medicine, Chapter 5, page 45-46.