



PacificSource Health Plans and PacificSource Community Health Plans (PacificSource, collectively) make every effort to contract with highly qualified practitioners by using strict credentialing standards. Before a practitioner can become a participating provider, they must successfully complete the credentialing process.

Initial Credentialing Criteria:

The following criteria are applied to each practitioner to be credentialed by PacificSource. Each practitioner is responsible for fully complying with the PacificSource credentialing requirements, and to inform PacificSource of any deviation from these criteria. All practitioners requesting participation with PacificSource will receive a copy of the below criteria and will be required to complete the applicable Oregon state mandated practitioner credentialing application, or an application approved by PacificSource if rendering services outside of the state of Oregon.

If the application is incomplete or required attachments are not included, the credentialing staff will send the application back to the provider with an explanation stating what was omitted from the original submission, and informing the practitioner that the credentialing process will not begin until all information is received.

Applications for credentialing must include the following:

- A. A dated, signed attestation page from the applicant as to the following:
 - Reasons for any inability to perform the essential functions of the position, with or without accommodation.
 - Lack of present illegal drug use.
 - History of loss of license and felony convictions.
 - History of loss or limitation of privileges or disciplinary actions.
 - Current professional liability insurance coverage.
 - Correctness and completeness of the application. (***This attestation must be signed and dated no more than 180 days prior to the credentialing decision date.***)
- B. A signed and dated Authorization and Release form. (***This authorization must be signed and dated no more than 180 days prior to the credentialing decision date.***)
- C. A current, valid, unrestricted license to practice.
- D. Clinical privileges in good standing at primary admitting facility (must be active admitting privileges at a participating hospital, or a written admit plan), as applicable to practitioner's specialty.
- E. A valid DEA certificate in each state the practitioner will be rendering services to PacificSource members, if applicable. (***The DEA certificate must be effective at the time of the credentialing decision.***)
- F. Relevant work history. The application or curriculum vitae must include the most recent five years of relevant work history with an explanation for any gaps of two months or more.

- G. Completion of Board Certification or education/training as applicable in designated specialty. Board Certification is required for all MDs, DOs and DPMs through a Board recognized by the American Board of Medical Specialties, American Osteopathic Association, American Board of Podiatric Surgery, American Board of Podiatric Orthopedics and Primary Podiatric Medicine, or Royal College of Physicians and Surgeons, Canada, when maintaining certification in the maintenance of certification program.
- H. Current professional liability insurance coverage with amounts of at least \$1,000,000 per occurrence and \$3,000,000 aggregate.
- I. A professional liability claims history with an explanation for any professional liability claims filed against the practitioner.
- J. Explanation for history of loss, limitation, suspension, denial, voluntary relinquishment of privileges, or any disciplinary activity by any healthcare facility or healthcare provider.
- K. Explanation for history of denial, revocation, limitation, voluntary relinquishment, sanction, or suspension of any licenses.
- L. Explanation for history of revocation, limitation, suspension, or voluntary or involuntary relinquishment of DEA number or CDS Certificate.
- M. Explanation for history of felony convictions.
- N. Provider must have satisfactory professional history that is free of significant adverse actions and/or determinations by state/medical licensing boards, hospital medical staff, or other credentialing entities, significant adverse malpractice claims experience, instances of sexual misconduct, or other egregious unprofessional conduct, which in the opinion of the Credentialing Committee constitutes a pattern of substandard care or unprofessional conduct.
- O. The National Practitioner Data Bank (NPDB) has been queried and information received is included in the credentialing file.
- Follow-up on professional liability history included on the application.
 - Follow-up on information from the application regarding actions taken by hospitals and managed care organizations that limited, suspended, or terminated the practitioner's privileges.
- P. Information has been received about sanctions or limitations on licensure from the State Board of Medical Examiners, Federation of State Medical Boards, or the NPDB, and is included in the credentials file.
- Q. A review has been done for Medicare/Medicaid sanctions (if applicable) and is included in the practitioner file. (**Note:** PacificSource will not execute Medicare/Medicaid contracts with providers that have been sanctioned by Medicare/Medicaid, nor will it execute Medicare contracts with providers that are not eligible to participate in Medicare).
- R. Credentialing staff will review the Medicare opt out list at the time of credentialing and recredentialing to ensure practitioners on the list are not applying for participation in Medicare Advantage plans.

Credentialing Applicant Rights:

1. The applicant/practitioner has the right to review information submitted to support their credentialing application, e.g. malpractice claims history, state licensing board actions, board certification, etc. The practitioner is not allowed to review references, recommendations or other peer-review protected information.
2. PacificSource will notify applicants of any information received that is possibly erroneous, or that substantially varies from the information provided by the practitioner on the application, curriculum vitae, supplemental documents or from other sources. Examples might include: substantial variations in information on license actions, malpractice claims, or undisclosed board certification decisions. Written notification to the practitioner will occur within 14 days of discovery of conflicting information and will include a clear explanation of the conflicting information received. The practitioner must provide a complete and written explanation and documentation to support their response to the Credentialing staff and/or Chief Medical Officer within 30 days. Upon receipt of corrected information, credentialing staff will date stamp and initial the corrected documents. Practitioners will be promptly notified via email, telephone, fax or mail, that their explanation and/or supporting documents have been received.
3. Credentialing staff will provide updates on status of credentialing processing upon reasonable request, informing the applicant of projected timelines, information pending or missing and substantial variations in information, but will not share peer protected information. Credentialing staff will respond to these requests via email, telephone, fax or mail.
4. Practitioners will receive notification of these rights at the time of initial credentialing included in the application packet, upon request for a new contract or a request for a credentialing application for a practitioner wishing to be added to an existing group contract.
5. PacificSource will take steps to protect the confidentiality of information obtained and generated during the credentialing process.
6. New applicants completing the credentialing process are not subject to appeal rights.

PacificSource Community Health Plans is an HMO/PPO plan with a Medicare contract.

OREGON PRACTITIONER CREDENTIALING APPLICATION



- **APPLICATION**
- **PROFESSIONAL LIABILITY ACTION DETAIL (ATTACHMENT A)**
- **GLOSSARY OF TERMS AND ACRONYMS**

PURPOSE: ESTABLISHED BY HOUSE BILL 2144 (1999), THE ADVISORY COMMITTEE ON PHYSICIAN CREDENTIALING INFORMATION (ACPCI) DEVELOPS THE UNIFORM APPLICATIONS USED BY HOSPITALS AND HEALTH PLANS TO CREDENTIAL AND RE-CREDENTIAL PRACTITIONERS WITHIN THE STATE OF OREGON.

OREGON PRACTITIONER CREDENTIALING APPLICATION

Prior to completing this credentialing application, please read and observe the following:

I. INSTRUCTIONS

This form should be **typed (using a different font than the form) or legibly printed in black or blue ink**. If more space is needed than provided on original, attach additional sheets and reference the question being answered.

- **Modification to the wording or format of the Oregon Practitioner Credentialing Application will invalidate the application.**
- **Complete the application in its entirety. Keep an unsigned and undated copy of the application on file for future requests. When a request is placed, send a copy of the completed application to the health care related organization to which you are applying, making sure that all information is complete, current and accurate.**
- **Please sign and date page 11, Attestation Questions and page 12, Authorization and Release of Information Form (and Attachment A, Professional Liability Action Detail, if applicable).**
- **Each page of the application requires the applicant's initials and the date on which the application was last reviewed.**
- **Identify the health care related organization(s) to which this application is being submitted in the space provided below.**
- **Attach copies of the documents requested each time the application is submitted.**
- **If a section does not apply to you, please check the provided box at the top of the section.**
- **Mail application to the requesting organization(s).**

Current copies of the following documents must be submitted with this application:

- State Professional License(s)
- DEA Certificate or CSR Certificate
- ECFMG (if applicable)
- Face Sheet of Professional Liability Policy or Certificate

A curriculum vitae is optional and not an acceptable substitute.

I am applying to (please list: Hospital Staff, HMO, IPA): _____

for: _____ (i.e., staff membership, network participation, if applicable).

***Note: Please return completed application to the health care related organization to which you are applying not to the State of Oregon.**

OREGON PRACTITIONER CREDENTIALING APPLICATION

II. PRACTITIONER INFORMATION

Please provide the practitioner's full legal name.

Last Name (include suffix; Jr., Sr., III):		First:	Middle:	Degree(s):
Is there any other name under which you have been known or have used since starting professional training? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Name(s) and Year(s) Used:				
Home Street Address:			Home Telephone Number () -	Mobile/Alternate Number () -
Email Address:				
City:	State:		ZIP:	
Country:	Birth Date: Month / Day / Year		Birth Place:	
Citizenship:	Social Security Number:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Immigrant Visa Number (if applicable):	Visa Expiration Date	Status:		Type:
Educational Commission for Foreign Medical Graduates (ECFMG) Number (if applicable):			Month / Year Issued:	

III. SPECIALTY INFORMATION

This information may be included in directory listings.

Principal clinical specialty (For most current specialties list, see: http://www.wpc-edi.com/codes):		Do you want to be designated as a primary care practitioner (PCP)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Additional clinical practice specialties:			
Category of professional activity, check all boxes that apply:			
<u>Clinical Practice:</u>		<u>Other Professional Activities:</u>	
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Administration	<input type="checkbox"/> Teaching
<input type="checkbox"/> Locum / Temporary	<input type="checkbox"/> Telemedicine	<input type="checkbox"/> Research	<input type="checkbox"/> Retired
<input type="checkbox"/> Other (explain)		<input type="checkbox"/> Other (explain)	

IV. BOARD CERTIFICATION / RECERTIFICATION

Does Not Apply

This section does not apply to licensure.

List all current and past certifications. Please attach additional sheets, if necessary.

Name and Address of Issuing Board	Specialty	Date Certified/Recertified Month / Year	Expiration Date (if any) Month / Year

If not currently board certified, describe your intent for certification, if any, and dates of previous testing and/or intended future testing for certification below. Please attach additional sheets, if necessary.

V. OTHER CERTIFICATIONS		<i>Please attach copy of certificate(s), if applicable.</i>	
Examples include: ACLS, BLS, ATLS, PALS, NRP, AANA, Fluoroscopy, Radiography, etc.			
Type:	Number:	Month / Year of Certification:	Month / Year of Expiration:
Type:	Number:	Month / Year of Certification:	Month / Year of Expiration:
Type:	Number:	Month / Year of Certification:	Month / Year of Expiration:
Type:	Number:	Month / Year of Certification:	Month / Year of Expiration:
<i>For additional certifications, please attach a separate sheet.</i>			

VI. PRACTICE INFORMATION			
Name of Primary Practice/Affiliation or Clinic:		Department Name (if hospital based):	
Primary Clinical Practice Street Address:		Effective Date at Location, Month / Year:	
City:	County:	State:	ZIP:
Primary Office Telephone Number: () - Ext	Primary Office Fax Number: () -	Patient Appointment Telephone Number: () - Ext	
Mailing/Billing Address (if different from above):		Attn:	
Office Manager:	Office Manager's Telephone Number: () - Ext	Office Manager's Fax Number:	
Exchange / Answering Service Number: () - Ext	Pager Number: () -	Office Email Address:	
Credentialing Contact and Address (if different from above):			
Credentialing Contact's Telephone Number: () - Ext	Credentialing Contact's Fax Number: () -	Credentialing Contact's Email Address:	
Federal Tax ID Number or Social Security Number, if used for business purposes:	Name Affiliated with Tax ID Number:		
Name of Secondary Practice/Affiliation or Clinic:		Department Name (if hospital based):	
Secondary Clinical Practice Street Address:		Effective Date at Location, Month / Year:	
City:	County:	State:	ZIP:
Secondary Office Telephone Number: () - Ext	Secondary Office Fax Number: () -	Patient Appointment Telephone Number: () - Ext	
Mailing/Billing Address (if different from above):		Attn:	
Office Manager:	Office Manager's Telephone Number: () - Ext	Office Manager's Fax Number: () -	
Exchange / Answering Service Number: () - Ext	Pager Number: () -	Office Email Address:	
Credentialing Contact and Address (if different from above):			
Credentialing Contact's Telephone Number: () - Ext	Credentialing Contact's Fax Number: () -	Credentialing Contact's Email Address:	
Federal Tax ID Number or Social Security Number, if used for business purposes:	Name Affiliated with Tax ID Number:		
<i>Please list other office locations with above information on a separate sheet.</i>			

VII. PRACTICE CALL COVERAGE		<i>Please provide the name and specialty of those practitioners who provide care for your patients when you are unavailable.</i>
NAME:	SPECIALTY:	
1.		
2.		
3.		
4.		
5.		

VIII. UNDERGRADUATE EDUCATION			<i>Please attach additional sheets, if necessary.</i>
Complete School Name:	Degree Received:	Month / Year of Graduation:	
City:	State:	Course of Study or Major:	

IX. GRADUATE EDUCATION			<i>Please attach additional sheets, if necessary.</i>	Does Not Apply <input type="checkbox"/>
Complete School Name:	Degree Received:	Month / Year of Graduation:		
City:	State:	Course of Study or Major:		

X. MEDICAL / PROFESSIONAL EDUCATION				<i>Please attach additional sheets, if necessary.</i>
Complete Medical / Professional School Name and Street Address:				
City:	State		ZIP:	
Degree Received:	Phone Number: () -		Fax Number, if available () -	
From Month / Year:	To Month / Year:	Month / Year of Completion:		
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)				
Complete Medical / Professional School Name and Street Address:				
City:	State:		ZIP:	
Degree Received:	Phone Number: () - :		Fax Number, if available () -	
From Month / Year:	To Month / Year:	Month / Year of Completion:		
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)				

XI. POST-GRADUATE YEAR 1 / INTERNSHIP			Does Not Apply <input type="checkbox"/>
<i>Please attach additional sheets, if necessary.</i>			
Complete Institution Name and Street Address:			
City:	State:	ZIP:	
Type of Internship / Specialty:	Phone Number: () -	Fax Number, if available () -	
From Month / Year:	To Month / Year:	Month / Year of Completion:	
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)			

XII. RESIDENCIES			Does Not Apply <input type="checkbox"/>
<i>Please attach additional sheets, if necessary.</i>			
Complete Institution Name and Street Address:			
City:	State:	ZIP:	
Specialty:	Phone Number: () -	Fax Number, if available () -	
From Month / Year:	To Month / Year:	Month / Year of Completion:	
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)			

Complete Institution Name and Street Address:			
City:	State:	ZIP:	
Specialty:	Phone Number: () -	Fax Number, if available () -	
From Month / Year:	To Month / Year:	Month / Year of Completion:	
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)			

XIII. FELLOWSHIPS, PRECEPTORSHIPS, OR OTHER CLINICAL TRAINING PROGRAMS			Does Not Apply <input type="checkbox"/>
<i>Please attach additional sheets, if necessary.</i>			
Complete Institution Name and Street Address:			
City:	State:	ZIP:	
Specialty:	Phone Number: () -	Fax Number, if available () -	
From Month / Year:	To Month / Year:	Month / Year of Completion:	
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)			

Complete Institution Name and Street Address:			
City:	State:	ZIP:	
Specialty:	Phone Number: () -	Fax Number, if available () -	
From Month / Year:	To Month / Year:	Month / Year of Completion:	
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)			

XIV. HEALTH CARE LICENSURE, REGISTRATIONS, CERTIFICATES & ID NUMBERS		
<i>Please attach additional sheets, if necessary.</i>		
Oregon License or Registration Number:	Type:	Month / Day / Year of Expiration:
Drug Enforcement Administration (DEA) Registration Number (if applicable):		Month / Day / Year of Expiration:
Controlled Substance Registration (CSR) Number (if applicable):		Month / Day / Year of Issue:
Individual NPI Number:	Medicare Number:	DMAP Number:

XV. OTHER STATE HEALTH CARE LICENSES, REGISTRATIONS & CERTIFICATES		Does Not Apply <input type="checkbox"/>
<i>Please include all ever held.</i>		
State / Country:	Number:	Type:
Year Obtained:	Month / Day / Year of Expiration:	Year Relinquished:
Reason:		
State / Country:	Number:	Type:
Year Obtained:	Month / Day / Year of Expiration:	Year Relinquished:
Reason:		
State / Country:	Number:	Type:
Year Obtained:	Month / Day / Year of Expiration:	Year Relinquished:
Reason:		
State / Country:	Number:	Type:
Year Obtained:	Month / Day / Year of Expiration:	Year Relinquished:
Reason:		
State / Country:	Number:	Type:
Year Obtained:	Month / Day / Year of Expiration:	Year Relinquished:
Reason:		
<i>Please attach additional sheets, if necessary.</i>		

XVI. HOSPITAL AND OTHER HEALTH CARE FACILITY AFFILIATIONS

Please list in reverse chronological order, with the current affiliation(s) first, all health care institutions where you have and/or have had clinical privileges and/or staff membership. Include (A) current affiliations, (B) applications in process, and (C) previous hospitals, and other facility affiliations (e.g., hospitals, surgery centers or any other health care related facility). If more space is needed, please attach additional sheets. Do not list residencies, internships or fellowships. Please list employment in Section XVII, Professional Practice/Work History.

A. CURRENT AFFILIATIONS			Does Not Apply <input type="checkbox"/>
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
Status (e.g. active, courtesy, provisional, allied health, etc.):	Month / Day / Year of Appointment		
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
Status:	Month / Day / Year of Appointment		
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
Status:	Month / Day / Year of Appointment		
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
Status:	Month / Day / Year of Appointment		

If you do not have hospital admitting privileges, check here:
Please explain on a separate sheet your plan for continuity of care for your patients who require admitting.

B. APPLICATIONS IN PROCESS			Does Not Apply <input type="checkbox"/>
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
Status (e.g. active, courtesy, provisional, allied health, etc.):	Month / Day / Year of Submission:		
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
Status:	Month / Day / Year of Submission:		

C. PREVIOUS AFFILIATIONS			<i>Please attach additional sheets, if necessary.</i> Does Not Apply <input type="checkbox"/>
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
From Month / Day / Year:	To Month / Day / Year:		
Reason for Leaving:			
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
From Month / Day / Year:	To Month / Day / Year:		
Reason for Leaving:			
Facility Name:	Phone Number: () -	Fax Number, if available () -	Complete Address:
From Month / Day / Year:	To Month / Day / Year:		
Reason for Leaving:			

XVII. PROFESSIONAL PRACTICE / WORK HISTORYDoes Not Apply *Curriculum vitae is not sufficient.*

A. Please account for all periods of time from the date of entry into medical/professional school to present. Chronologically list all work, professional and practice history activities since completion of postgraduate training, including military service. Please explain in section B any gaps greater than two (2) months. Please attach additional sheets, if necessary.

Name of Current Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's Email Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's Email Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's Email Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's Email Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's Email Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's Email Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's Email Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's Email Address, if available:		Professional Liability Carrier:

B.	Please explain any gaps greater than two (2) months. Include activities and/or names and dates where applicable. Please attach additional sheets, if necessary.	Does Not Apply <input type="checkbox"/>	
	Activities and/or Names:	From Month / Year:	To Month / Year:

XVIII. PEER REFERENCES			
Please list three (3) references, from peers who through recent observations are directly familiar with your clinical skills and current competence. Do not include relatives. If possible, include at least one member from the Medical Staff of each facility at which you have privileges.			
Name of Reference:		Complete Address, include Department if applicable:	
Specialty:			
Professional Relationship:			
Telephone Number: () - Ext	Fax Number: () -	Email Address, if available:	
Name of Reference:		Complete Address, include Department if applicable:	
Specialty:			
Professional Relationship:			
Telephone Number: () - (Ext	Fax Number: () -	Email Address, if available:	
Name of Reference:		Complete Address, include Department if applicable:	
Specialty:			
Professional Relationship:			
Telephone Number: () - Ext	Fax Number: () -	Email Address, if available:	

XIX. CONTINUING MEDICAL EDUCATION			Does Not Apply <input type="checkbox"/>
<i>Please list activities for which you have received CME credit(s) during the past two (2) years. Please attach a separate sheet, if needed.</i>			
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	

XX. PROFESSIONAL LIABILITY INSURANCE

Current Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext	Fax Number: () -		
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

Please list all previous professional liability carriers within the past five (5) years. Please attach additional sheets, if necessary.

Does Not Apply

Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext	Fax Number: () -		
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext	Fax Number: () -		
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext	Fax Number: () -		
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext	Fax Number: () -		
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

XXI. ATTESTATION QUESTIONS – This section to be completed by the Practitioner.

Modification to the wording or format of these Attestation Questions will invalidate the application.

Please answer the following questions “yes” or “no”. If your answer to any of the following questions is “yes”, please provide details and reasons, as specified in each question, on a separate sheet. **Please sign and date each additional sheet.**

A.	Has your license, certification, or registration to practice your profession, Drug Enforcement Administration (DEA) registration, or narcotic registration/certificate in any jurisdiction ever been denied, limited, suspended, revoked, not renewed, voluntarily or involuntarily relinquished, or subject to stipulated or probationary conditions, had a corrective action, or have you ever been fined or received a letter of reprimand or is any such action pending or under review?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B.	Have you ever been suspended, fined, disciplined, or otherwise sanctioned, restricted or excluded for any reasons, by Medicare, Medicaid, or any public program or is any such action pending or under review?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C.	Have you ever been denied clinical privileges, membership, or contractual participation by any health care related organization*, or have clinical privileges, membership, participation or employment at any such organization ever been placed on probation, suspended, restricted, revoked, voluntarily or involuntarily relinquished or not renewed, or is any such action pending or under review?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D.	Have you ever surrendered clinical privileges, accepted restrictions on privileges, terminated contractual participation or employment, taken a leave of absence, committed to retraining, or resigned from any health care related organization* while under investigation or potential review?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
E.	Has an application for clinical privileges, appointment, membership, employment or participation in any health care related organization* ever been withdrawn on your request prior to the organization’s final action?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
F.	Has your membership or fellowship in any local, county, state, regional, national, or international professional organization ever been revoked, denied, limited, voluntarily or involuntarily relinquished or not renewed, or is any such action pending or under review?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
G.	Have you ever voluntarily or involuntarily left or been discharged from medical school or subsequent training programs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
H.	Have you ever had board certification revoked?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I.	Have you ever been the subject of any reports to a state or federal data bank or state licensing or disciplinary entity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
J.	Have you ever been charged with a criminal violation (felony or misdemeanor)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
K.	Do you presently use any illegal drugs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
L.	Do you now have, or have you had, any physical condition, mental health condition, or chemical dependency condition (alcohol or other substance) that affects or is reasonably likely to affect your current ability to practice, with or without reasonable accommodation, the privileges requested? If reasonable accommodation is required, please specify the accommodation(s) required on a separate sheet.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
M.	Are you unable to perform any of the services/clinical privileges required by the applicable participating practitioner agreement/hospital appointment, with or without reasonable accommodation, according to accepted standards of professional performance?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
N.	Have any professional liability claims or lawsuits ever been closed and/or filed against you? If yes, please complete Attachment A, Professional Liability Action Detail , for each past or current claim and/or lawsuit.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
O.	Has your professional liability insurance ever been terminated, not renewed, restricted, or modified (e.g. reduced limits, restricted coverage, surcharged), or have you ever been denied professional liability insurance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**e.g. hospital, medical staff, medical group, independent practice association (IPA), health plan, health maintenance organization (HMO), preferred provider organization (PPO), physician hospital organization (PHO), medical society, professional association, health care faculty position or other health delivery entity or system*

I certify the information in this entire application is complete, current, correct, and not misleading. I understand and acknowledge that any misstatements in, or omissions from this application will constitute cause for denial of my application or summary dismissal or termination of my clinical privileges, membership or practitioner participation agreement. A photocopy of this application, including this attestation, the authorization and release and any or all attachments has the same force and effect as the original. I have reviewed this information on the most recent date indicated below and it continues to be true and complete. While this application is being processed, I agree to update the information originally provided in this application should there be any change in the information.

I agree to provide continuous care for my patients, until the practitioner/patient relationship has been properly terminated by either party, or in accordance with contract provisions.

Signature: _____ **Date:** _____

OREGON PRACTITIONER CREDENTIALING APPLICATION
AUTHORIZATION AND RELEASE OF INFORMATION FORM

Modified Releases Will Not Be Accepted

By submitting this application, I understand and agree to the following:

1. I understand and acknowledge that, as an applicant for medical staff membership at the designated hospital(s) and/or participation status with the health care related organization(s) [e.g. hospital, medical staff, medical group, independent practice association (IPA), health plan, health maintenance organization (HMO), preferred provider organization (PPO), physician hospital organization (PHO), medical society, professional association, medical school faculty position or other health delivery entity or system] indicated on this application, I have the burden of producing adequate information for proper evaluation of my competence, character, ethics, mental and physical health status, and other qualifications. In this application, I have provided information on my qualifications, professional training and experience, prior and current licensure, Drug Enforcement Agency registration and history, and applicable certifications. I have provided peer references familiar with my professional competence and ethical character, if requested. I have disclosed and explained any past or pending professional corrective action, licensure limitations or related matter, if any. I have reported my malpractice claims history, if any, and have attached or will provide a copy of a current certificate of professional liability coverage.
2. I further understand and acknowledge that the health care related organization(s) or designated agent would investigate the information in this application. By submitting this application, I agree to such investigation and to the disciplinary reporting and information exchange activities of the health care related organization(s) as a part of the verification and Credentialing process.
3. I authorize all individuals, institutions, entities of other hospitals or institutions with which I have been associated and all professional liability insurers with which I have had or currently have professional liability insurance, who may have information bearing on my professional qualifications, ethical standing, competence, and mental and physical health status, to consult with the designated health care related organization(s), their staffs and agents.
4. I consent to the inspection of records and documents that may be material to an evaluation of qualifications and my ability to carry out the clinical privileges/services I request. I authorize each and every individual and organization in custody of such records and documents to permit such inspection and copying. I am willing to make myself available for interviews, if required or requested.
5. I release from any liability, to the fullest extent permitted by law, all persons for their acts performed in a reasonable manner in conjunction with investigating and evaluating my application and qualifications, and I waive all legal claims against any representative of the health care related organization(s) or their respective agent(s) who acts in good faith and without malice in connection with the investigation of this application.
6. I understand and agree that the authorizations and releases given by me herein shall be valid so long as I am an applicant for or have medical staff membership and/or clinical privileges/participation status at the health care related organization(s) designated herein, unless revoked by me in writing.
7. For hospital or medical staff membership/clinical privileges, I acknowledge that I have been informed of, and hereby agree to abide by, the medical staff bylaws, rules, regulations and policies.
8. I agree to exhaust all available procedures and remedies as outlined in the bylaws, rules, regulations, and policies, and/or contractual agreements of the health care related organization(s) where I have membership and/or clinical privileges/participation status before initiating judicial action.
9. I further acknowledge that I have read and understand the foregoing Authorization and Release. A photocopy of this Authorization and Release shall be as effective as the original and authorization constitutes my written authorization and request to communicate any relevant information and to release any and all supportive documentation regarding this application.

Printed Name:	
Signature:	Date:

I grant permission for the release of the credentials information contained in this practitioner application to the following health care related organization(s):

Modification to the wording or format of the Oregon Practitioner Credentialing Application will invalidate the application.

ATTACHMENT A

PROFESSIONAL LIABILITY ACTION DETAIL – CONFIDENTIAL

Please list any past or current professional liability claim or lawsuit, which has been filed against you. **Photocopy this page as needed and submit a separate page for EACH professional liability claim/lawsuit.** It is not acceptable to simply submit court documents in lieu of completing this document. Please complete each field. Please attach additional sheet(s), if necessary.

Practitioner's Name (print or type):

Month / Day / Year of the incident: and clinical details:

Your role and specific responsibilities in the incident:

Subsequent events, including patient's clinical outcome:

Month / Day / Year the suit or claim was filed:

Name and address of insurance carrier/professional liability provider that handled the claim:

Your status in the legal action (primary defendant, co-defendant, other):

Current status of suit or other action:

Month / Day / Year of settlement, judgment, or dismissal:

If case was settled out-of-court, or with a judgment, settlement amount attributed to you:

I verify the information contained in this form is correct and complete to the best of my knowledge.

Signature:

Date:

Modification to the wording or format of the Oregon Practitioner Credentialing Application will invalidate the application.