

### Policy Name: Physician Assistant Credentialing Policy (HHP-12)

**Effective Date:**

**Approved by the Board:** [June 26, 2013]

**Previous Versions:** None

**Approval Signature:**



**Name:** Douglas Kwock, M.D.

**Title:** President/Chair

**Definitions:**

**"Attestation"** means a signed statement indicating that a Physician Assistant (PA) personally confirmed the validity, correctness and completeness of his or her credentialing application.

**"Committee"** means the HHP Recruiting and Credentialing Committee.

**"HHP"** means Hawaii Health Partners, LLC.

**"HHP Patient(s)"** means an individual who is enrolled in a health plan or product sponsored or administered by a commercial or government health care insurer or any self-insured health plans that have contracted with HHP to participate in quality and incentive programs related to the furnishing of medically necessary items and services to such individual.

**"Medical Director"** means the HHP Medical Director as defined by the Medical Director Job Description.

**"NCCPA"** means the National Commission on the Certification of Physician Assistants.

**"Participation Agreement"** means a written agreement with HHP to provide covered services to HHP Patients.

**"Physician Participant(s)"** means a Hawai'i-licensed physician in active clinical practice who has entered into and has a current Participation Agreement with HHP or who has been employed by an entity that has entered into and has a current Participation Agreement with HHP and is a participating physician thereunder.

**"Supervising Physician"** means a physician or group of physicians or an osteopathic physician and surgeon licensed to practice medicine and surgery in Hawai'i who accepts the responsibility for the supervision of services rendered by a PA.

**"OIG"** means the U.S. Department of Health and Human Services Office of Inspector General.

**"NPDB"** means the National Practitioner Data Bank maintained by the U.S. Department of Health and Human Services.

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### **Purpose:**

This policy defines the credentialing criteria and the process by which HHP reviews and evaluates the qualifications of PAs applying to participate in HHP.

- 1) Each PA who applies to participate in HHP must satisfy HHP's credentialing criteria prior to the time the PA first furnishes services as an HHP participant.
- 2) HHP does not make credentialing decisions based on an applicant's race, color, national origin, ancestry, religion, gender, marital status, sexual orientation, age, or the type of procedure or patient in which the PA specializes.
- 3) HHP or its designee will complete any primary source verification that is required by this policy.
- 4) PAs will be given the opportunity to clarify any discrepancies found during the verification of their application.

### **Policy / Procedure:**

#### **I. Practice Requirements**

- A. PAs shall meet the standards related to PAs as outlined in the Participation Agreement and policies that establish standards for PAs on access to, and availability of, health care.
- B. PAs must be employed by, and practice under the direct or indirect supervision of, a Supervising Physician. Each PA's work requirements must be delineated by a written supervising agreement between the PA and his or her Supervising Physician.

#### **II. Credentialing Criteria and Procedures**

- A. Criteria for initial credentialing (new PAs): In addition to meeting all necessary requirements for certification as a PA in Hawai'i, applicants must also meet the following HHP credentialing criteria:
  1. Certification to practice in Hawai'i
    - Certification to practice in Hawai'i must be verified directly from the Hawai'i Board of Medical Examiners.
    - The certification must be valid, current, and unrestricted.
  2. National Certification
    - All PAs must be nationally certified by the NCCPA.
    - The credentialing staff must verify that the PA is currently certified by the NCCPA and document the certification's expiration date within the PA's file. If the PA's certification does not expire, then the credentialing staff must verify lifetime status and document it in the PA's file.
    - If a PA has a Certificate of Added Qualification (CAQ) and is currently practicing in that specialty area, he or she must submit the CAQ with their application for participation in HHP.
  3. Work history
    - The PA must submit his or her curriculum vitae. There is no primary-source verification of the work history requirement.

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- The PA must explain, in writing, any gap in his or her work history that exceeds six (6) months.
4. Professional liability insurance coverage
    - Professional liability insurance coverage must include a minimum coverage limit required by the Participation Agreement and HHP policy.
  5. Professional liability claims settlement history
    - The credentialing staff must query the NPDB and obtain written confirmation of the PA's history of malpractice settlements.
    - The PA's professional liability claims settlement history must be no older than one hundred and eighty (180) days at the time of review and decision-making.
  6. Sanctions, restrictions or limitations on scope of practice, as defined by the Hawai'i Board of Medical Examiners
    - The credentialing staff must review information on sanctions, restrictions on licensure and limitations on scope of practice. If the PA was licensed in more than one (1) state during the most recent five (5) year period, the query must include all states in which he or she worked during such period.
    - Information regarding sanction, restriction or limitations on the PA's scope of practice must be no older than one hundred and eighty (180) days at the time of review and decision-making.
  7. Medicare and Medicaid participation and sanctions
    - The credentialing staff must verify that the PA is a participant in the Medicare and State of Hawai'i Medicaid programs.
    - The credentialing staff must review all information on sanctions, restrictions on licensure and limitations in scope of practice available through the OIG, the System for Award Management (SAM) and the NPDB.
    - Information regarding sanctions, restrictions or limitations on the PA's scope of practice must be no older than one hundred and eighty (180) days at the time of review and decision-making.
  8. Application with attestation
    - The application must include a signed Attestation that is no older than one hundred and eighty (180) days at the time of review and decision-making.
    - The PA must explain, in writing, any and all negative information regarding the PA's ability to provide services before the PA's application is forwarded to the Committee for review and decision-making.
  9. Written Agreement with Physician Participant
    - All PAs must enter and maintain a written supervising agreement with a Supervising Physician who is a Physician Participant. Each PA must submit a copy of his or her supervising agreement with the application for initial credentialing.
- B. Recommendation and Decision-Making Process. In considering a PA's application to participate in HHP, the HHP Medical Director and Credentialing Committee shall follow the "Recommendation and Decision-Making Process" described in the Physician Credentialing Policy (HHP-10).

### **Related Documents:**

HRS § 453-5.3 (Physician assistant; licensure required)  
HAR § 17-1737-5.1 (Physician assistant services)

Physician Assistant Credentialing Policy (HHP-12)

HAR § 16-85-44 et seq. (Certifying Physician Assistants)  
Credentialing Criteria and Procedure – Physicians (HHP-10)

**Distribution:**