


Policy Name: Processing Participants Who No Longer Meet Credentialing Criteria (HHP-20)

Effective Date: December 2, 2015

Approved by the Board: December 2, 2015

Previous Versions: None

Approval Signature: 

Name: Douglas Kwock, M.D.

Title: President/Chair

Definitions:

Purpose:

This policy defines the process by which Hawai'i Health Partners (HHP) reviews and evaluates Participants who no longer meet credentialing criteria described in the Credentialing Policy (HHP-10) whereby the Joinder Agreement or Physician Participation Agreement is no longer valid for the following:

- A. Hawai'i Pacific Health (HPH) employed Participant is terminated from employment, voluntarily resigns or retires.
- B. HPH employed Participant voluntarily resigns medical staff membership and/or clinical privileges and is no longer affiliated with an HPH entity.
- C. HPH contracted Participant is terminated from contracted group or voluntarily resigns.
- D. HPH contracted Participant voluntarily resigns medical staff membership and/or clinical privileges and is no longer affiliated with an HPH entity.
- E. HPH Participant changes practice/specialty/status and meets the pre-established criteria for credentialing exemption or as determined by respective Chief Executive Officer of Participant's primary hospital affiliation/practice location as below:
 1. Locum Tenens
 2. Per diem
 3. Call-In
 4. Provides coverage and resides out of the State of Hawaii
- F. Independent Participant voluntarily resigns medical staff membership and/or clinical privileges and is no longer affiliated with an HPH entity.
- G. Independent Participant voluntarily resigns from HHP.

Policy / Procedure:

I. Notifications

- A. HPH Web Personnel Action Notifications following HPH Human Resources Policies and Procedures regarding terminations, voluntary resignations, retirements or changes in practices/specialty/status are received on an ongoing basis from Kapiolani Medical Specialists, Kauai Medical Clinic and Straub Clinic & Hospital.
- B. Notifications following medical staff bylaws regarding terminations, voluntary resignations, retirements and changes in practices/specialty/status are received following monthly board of directors meetings from the medical staff services offices of Kapiolani Medical Center for Women & Children, Pali Momi Medical Center, Straub Clinic & Hospital and Wilcox Memorial Hospital.
- C. Notifications as defined in A. and B. do not constitute such actions to be automatically acted upon by the Board of Managers.

II. Procedures

- A. According to the Credentialing Policy, HHP-10, Participant who no longer meets credentialing criteria will be sent a certified letter from the Credentialing Committee Chair. The Participant has thirty (30) days from receipt of the request to provide the requested information or clarification to include but not limited to the transfer from an HPH employed Participant to an Independent Participant or transfer from a contracted group Participant to an Independent Participant. Both transfers will require execution of a Physician Participation Agreement to become effective upon the approval by the Board of Managers. Failure to respond will be deemed a voluntary resignation from participation in HHP effective immediately and will be forwarded to the Credentialing Committee for recommendation to the Board of Managers for acknowledgement and shall be notified in writing by the Board of Managers.
- B. Exceptions to the above may include but not limited to below and the credentialing staff will communicate directly to the Participant to request voluntarily resignation from HHP with an effective date and will be forwarded to the Credentialing Committee for recommendation to the Board of Managers for acknowledgement and shall be notified in writing by the Board of Managers.
 - 1. HPH employed Participant was terminated from employment or retires.
 - 2. Chief Executive Officer of Participant's primary hospital affiliation/practice location determines that the change in practice/specialty/status of the Participant meets the exemption for credentialing criteria.
 - 3. Credentialing Committee determines that the HPH employed Participant who voluntarily resigns from employment or contracted Participant who voluntarily resigns from contracted group no longer is in alignment with the goals of HHP.
 - 4. Participant relocates out of the State of Hawaii.

Failure to respond within thirty (30) days will result in processing the Participant as a voluntary resignation effective immediately and will be forwarded to the Credentialing Committee for recommendation to the Board of Managers for acknowledgement and shall be notified in writing by the Board of Managers.

- C. Voluntary resignations from Independent Participants will be forwarded to the Credentialing Committee for recommendation to the Board of Managers for acknowledgement and shall be notified in writing by the Board of Managers.

III. Transmission of Data

Following monthly Board of Managers meetings, credentialing staff will update HHP Tracking System and transmit list of voluntary resignations, new appointments and changes in practices/specialty/status with effective date to Hawai'i Medical Services Association (HMSA).

IV. Audit

Credentialing staff will generate voluntary resignation report in July to reconcile any discrepancies in the credentialing database and the HHP Tracking System.

Related Documents:

Credentialing Criteria and Procedure – Physicians (HHP-10)

Distribution: