

Policy Name: Credentialing Committee and Recruiting Subcommittee – Composition and Functions Policy (HHP-02)

Effective Date:

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Previous Versions: [June 26, 2013, rev September 24, 2013, rev March 25, 2015]

Approval Signature: 

Name: Douglas Kwock, M.D.

Title: President/Chair

Definitions:

The **"Board"** means the HHP Board of Managers.

The **"Committee"** means the HHP Credentialing Committee.

The **"Recruiting Subcommittee"** means the HHP Recruiting Subcommittee.

"HHP" means Hawai'i Health Partners, LLC.

"HHP Facility" or "HHP Facilities" means a health care facility(ies) other than an HHP Hospital, including but not limited to a skilled nursing facility, assisted living facility, inpatient rehab facility, ambulatory surgery center, etc., that has entered into a Participation Agreement with HHP to provide covered services to HHP Patients.

"HHP Hospitals" means Kapi'olani Medical Center for Women and Children, Pali Momi Medical Center, Straub Clinic & Hospital and Wilcox Memorial Hospital or such other acute or chronic care hospital in the State of Hawai'i, provided such hospital has entered into a written agreement with HHP to provide covered services to HHP Patients.

"HHP Network Provider(s)" means HHP's collaboration of Physician Participants, HHP Hospitals and HHP Facilities, which make up the organizational structure and working relationships amongst the HHP participating providers to be accountable for the quality, cost and overall care of patients assigned to HHP.

"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.

"HPH" means Hawai'i Pacific Health.

"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.

The **“President/Chair”** means the Board President/Chair of the Board.

Policy Statement:

This policy defines the Committee’s membership and general operations, and the processes by which it reviews and evaluates the adequacy of the HHP Network Providers and recruits providers to potentially become HHP Network Providers to address the needs and requirements of HHP Network Providers. HHP is committed to providing the highest clinical quality care and has established strict standards by which Physician Participants are credentialed and recertified. HHP does not make credentialing decisions based on an applicant’s race, color, ancestry, religion, gender, marital status, sexual orientation, age, or the type of procedure or patient in which the Physician Participant specializes. A robust and ample network of HHP Network Providers, with a sufficient number of primary care providers, specialists and sub-specialists engaged as Physician Participants, is crucial to HHP’s success in assuming accountability for the quality, cost and overall care of HHP Patients.

Policy / Procedure:

I. Committee Composition

A. Eligibility Criteria and Appointment

1. The Committee shall consist of at least seven (7) members. All Committee members shall be appointed by the President/Chair, subject to Board approval. The Committee chair shall be appointed by the Board.
2. At least two Committee members should be specialists.
3. The Committee may consist of the following individuals:
 - a. Physician Participants;
 - b. Executive leadership from HPH or HHP; or
 - c. Other individuals as the Board deems necessary.
4. Committee members are not required to be members of the Board.
5. Annually the Committee shall elect a Committee vice chair to serve in the chair’s absence.

B. Each Committee member shall serve a term of three (3) years and can be reappointed by the President/Chair, subject to Board approval. There are no term limits imposed on individuals serving on the Committee.

C. Committee member responsibilities include the following:

1. Regularly attend meetings;
2. Provide input and actively engage in discussions;

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3. Review all background documents prior to each meeting; and
4. Accept individual tasks as assigned by the Committee.

II. Committee Operation and Function

A. The principal responsibilities and functions of the Committee shall include:

1. Report to and make recommendations on credentialing decisions and recruiting matters to the Board;
2. Regularly assess the adequacy of the network of HHP Network Providers, and if necessary, direct the Recruiting Subcommittee to actively recruit providers to potentially become HHP Network Providers based on HHP's specific and identified needs;
3. Ensure that the credentialing staff records the Committee's findings and recommendations and prepares a report for the Board for final approval; and
4. Ensure that credentialing staff notifies each reviewed provider in writing and in a timely fashion of the Board's action with regard to such provider's application.

B. Committee Meetings

1. The Committee shall meet at a regularly scheduled time and place at least ten (10) times a year.
2. Committee meetings can be in person or via any means of communication by which all Committee members can hear each other during the meeting.
3. Prior to Committee meetings, Committee members shall be provided all pertinent information needed to make informed decisions.

C. To the extent Committee proceedings and documents are considered peer review proceedings and records in accordance with applicable state law, such proceedings and recordings shall be privileged and confidential, and protected from discovery under applicable state law.

D. All Committee members are expected to make informed, objective decisions on credentialing and recruiting issues. Members are expected to recuse themselves in cases of conflict of interest such as making decisions on recruiting or credentialing potential competitor providers or facilities.

III. Recruiting Subcommittee Composition

A. Eligibility Criteria and Appointment

1. The Recruiting Subcommittee shall consist of at least two (2) members. All Recruiting Subcommittee members shall be appointed by the President/Chair, subject to Board approval. The Recruiting Subcommittee chair shall be appointed by the Board.
2. The Recruiting Subcommittee may consist of the following individuals:
 - a. Physician Participants;
 - b. Executive leadership from HPH or HHP; or
 - c. Other individuals as the Board deems necessary.

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3. Recruiting Subcommittee members are not required to be members of the Board.

IV. Recruiting Subcommittee Operation and Function

A. The principal responsibilities and functions of the Recruiting Subcommittee shall include:

1. The Recruiting Subcommittee shall meet at a regularly scheduled time and place at least ten (10) times a year;
2. Under the direction of the Committee, actively recruit providers to potentially become HHP Network Providers;
3. Report to and make recommendations on recruiting matters to the Committee.

Related Documents:

Recredentialing Policy (HHP-09)
Physician Credentialing Policy (HHP-10)
Nurse Practitioner Credentialing Policy (HHP-11)
Physician Assistant Credentialing Policy (HHP-12)

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