

SULLIVAN COUNTY PUBLIC HEALTH SERVICES

<p>POLICY: Physician Appointments Medical positions require licensure, registration or certification as evidence of ability to provide patient care within the state. To ensure proper documentation, the agency verifies the credentials of individuals. All physicians must hold a current license in order to provide patient care.</p> <p>PURPOSE: To define credentials for and grant privileges to contracted physicians who provide clinic services.</p> <p>RESPONSIBLE PARTY: Medical Director, Public Health Director, Sullivan County Legislature</p>	<p>Original Approval: 6/2020</p> <p>Revised: _____</p>
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REFERENCE

New York Codes, Rules and Regulations, Title 10 Sec. 751.2 (h)

PROCEDURE

1. All individuals who require state licensure or certification to perform their job responsibilities must provide evidence of such prior to initial employment or contractual agreement.
2. All contractors are required to produce current proof of Professional Liability Insurance.
3. The individual has a primary responsibility to maintain necessary credentials and present them prior to expiration. When required by law, regulation or policy, currency of credentials is a condition of continued employment/contractual agreement with Sullivan County Public Health Services. No individual may work once his/her license has expired.
4. Records of credentials are maintained in the personnel/contract file by the Administrative staff to the Public Health Director and under the direction of the Public Health Director.
5. The agency will conduct an investigation before granting privileges by searching for exclusions in the following sites: NYS Office of the Medicaid Inspector General at <http://www.omig.state.ny.us/providers> and US Department of Health and Human Services, Office of Inspector General at <http://exclusions.oig.hhs.gov/>. Monthly Corporate Compliance and Professional License checks are provided by K-Checks, Inc.
6. The agency will conduct an investigation before granting privileges by searching for medical misconduct reports in the following sites: NYSDOH Office of Professional Medical Conduct (OPMC) at <http://www.health.ny.gov/professionals/doctors/conduct/> and the NYS Education Department Professional Misconduct Enforcement System at <http://www.op.nysed.gov/opd/rasearch.htm>.
7. The Medical Director will provide an annual performance review of all contracted physicians.
8. Prior to contracting with a physician, the Public Health Director and Medical Director will review the candidate's qualifications, credentials and references.
9. Upon satisfactory review of the physician/ qualifications, credentials and references, the Sullivan County Legislature who has legal authority as the Board of Health will approve appointment of the

candidate and the Medical Director will assign clinical privileges. A letter will be sent to the physician from the Public Health Director and the Medical Director granting privileges to work in the Article 28 clinic. Medical privileges will be approved at least every two years.