LINE OF BUSINESS

This document applies to the following line(s) of business:
All Lines of Business

DEFINITIONS

When used in this document with initial capital letter(s), the following word(s)/phrase(s) have the meaning(s) set forth below unless a different meaning is required by context. Additional defined terms may be found in the BSWH P&P Definitions document.

None.

POLICY

Scott and White Health Plan (SWHP)/Insurance Company of Scott & White ("ICSW") Board of Directors:

- Provides clear delineation of responsibility for entities involved in the review and approval of policies and procedures and practitioner’s or provider’s applications. The SWHP/ICSW Board of Directors is the governing body for SWHP/ICSW.

- The governing body’s responsibilities for credentialing include:
  - Delegates the peer review function to SWHP/ICSW Credentials Committee.
  - Delegates credentialing activities to the SWHP/ICSW Credentials Committee.

PROCEDURE

SWHP/ICSW Credentials Committee

1. Includes representation from a range of participating practitioners, including behavioral health.
3. The SWHP/ICSW Chief Medical Officer serves as Chair and is the physician directly responsible for the credentialing program. Chair of Credentials Committee or Medical Director designee is responsible for review of clean files, if available.
4. The SWHP/ICSW Credentials Committee has the following responsibilities:
   - Provides oversight of credentialing/recredentialing activities, including those delegated.
   - Approves credentialing delegation.
   - Delegates the primary source verification and administrative file function to the credentialing delegates’ office.
   - Reviews credentialing and re-credentialing data and information for practitioners or providers rendering care to SWHP/ICSW members.
   - Reviews and approves Credentialing Policies and Procedures, including performance criteria.
The information contained in this policy is confidential and proprietary and may not be shared without the express permission of the Scott and White Health Plan. Further, the information contained in this document should not be considered standards of professional practice or rules of conduct or for the benefit of any third party. This document is intended to provide guidance and, generally, allows for professional discretion and/or deviation when the individual health care provider or, if applicable, the “Approver” deems appropriate under the circumstances.