



Title:	Credentials Committee's Roles and Responsibilities				
Department/Line of Business:	Provider Network Operations / All Lines of Business				
Approver(s):	SWHP/ICSW Credentials Committee				
Location/Region/Division:	SWHP				
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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.
2. Meets monthly.
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.

- Reviews files of practitioners or providers who fail to meet the performance criteria.
- Functions as the peer review body responsible for reviewing the credentials of the non-SWHP/ICSW contracted practitioners or providers providing services to SWHP/ICSW members.

ATTACHMENTS

None.

RELATED DOCUMENTS

None.

REFERENCES

National Committee for Quality Assurance (NCQA): CR 1 Standard
Texas Administrative Code, Title 28 Insurance, Part 1, Chapter 11 Health Maintenance Organization
Centers for Medicaid and Medicare Services (CMS) – Medicare Managed Care Manual, Chapter 6

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