



Directions: Please complete each column with information for each personnel file selected for review. Upload completed review tool and documentation/evidence to Box.

MSHN –Individual Practitioner Credentialing Review Tool	
Provider: Click or tap here to enter text.	Date of Review: Click or tap to enter a date.
Reviewer: Click or tap here to enter text.	

<i>Utilize columns to identify Staff Initials/Title/Date of Hire</i>	Staff 1:	Staff 2:	Staff 3:	Staff 4:	Staff 5:	Staff 6:	Staff 7:	Staff 8:
Credentialing File Review								
Required Attestations								
1. Attestation- Lack of present illegal drug use								
2. Attestation - Any history of loss of license								
3. Attestation- Any history of felony convictions								
4. Attestation- History of loss or limitation of privileges or disciplinary action.								
5. Attestation- Correctness and completeness of the application.								
Primary Source Verification (PSV) Completion and Timeliness								
6. State License initially and as needed upon expiration.								
7. MCBAP certification initially and as needed upon expiration								
8.Evidence of Medicare/Medicaid Sanction checks initially and ongoing monthly.								
9.Criminal Background Check (indicate source/dates) Initially and at minimum every 2 years.								



Mid-State Health Network

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10. If CBC check includes history, there is evidence the organization has reviewed to ensure history does not disqualify the provider.							
11. Central Registry check was completed prior to hire (Applicable only for individuals working directly with children).							
12. National Sex Offender Registry check was completed prior to hire.							
13. Michigan Sex Offender registry check was completed prior to hire.							

Staff Credentialing Findings and Corrective Action
<p>Strengths:</p> <p>Findings:</p> <p>Recommendations:</p>