

## PHYSICIAN CREDENTIAL FILES

The healthcare of each resident is supervised by his or her attending physician, who is an independent practitioner. To help assure that these physicians are qualified to provide and coordinate this medical care, it is recommended that credential files be established on each practitioner. The credential files should include the following data:

- Personal data such as description of education, training, experience, or status; office and after hours phone numbers, and name and phone numbers of backup physicians, etc. Information of this type can perhaps be most easily obtained by having the practitioner complete an Application for Medical Privileges Form.
- Proof of state licensure to practice medicine; update as needed.
- Proof of state and federal controlled substances prescribing authority.
- Proof of financial responsibility, usually evidenced by provision of a certificate of professional liability insurance with adequate limits.
- References.
- Verification of hospital privileges.
- Professional liability claims history, including past and current allegations and disposition of cases.
- Signed statement to agree to facility rules and regulations and protocols which relate to provision of medical care such as: availability of self or advisement of backup physician, frequency of patient visits; medical records documentation requirements for medical history, physical examination, orders, progress notes, and discharge notes; attendance and participation at meetings, etc.

This data should be collected and reviewed to confirm capabilities of the practitioner to treat geriatric residents. The Medical Director should participate in this credentialing process by reviewing this data and interviewing the physician when necessary. An administrative policy and procedure should be written that defines this physician credentialing and acceptance process, including involvement of the Medical Director.

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