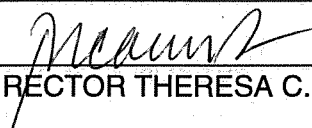



GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Verification of Licensure and Credentialing of Providers	POLICY NO: AD-HR-01	Page 1 of 3
RESPONSIBILITY: Human Resources		
APPROVED BY:  DIRECTOR THERESA C. ARRIOLA	DATE OF ORIGINAL APPROVAL: 6/13/17	LAST REVIEWED/REVISED: 6/21/2019; 7/15/2021 

PURPOSE:

To ensure that Guam Behavioral Health and Wellness Center (GBHWC) medical professionals, registered nurses, pharmacist, and allied health practitioners, comply with all applicable regulatory and governing licensing and certification registration pursuant to 10 GCA Chapter 12 Medical Practices. This policy is in compliance with the Commission on Accreditation of Rehabilitation Facilities (CARF) standards 1.A and Certified Community Behavioral Health Criteria 1.B.

POLICY

- A. It is the policy of GBHWC to verify the licensed staff and entrust they have the proper licensure, certification, education, and/or registration for those holding positions requiring a license, subject to the minimum qualifications or requirements of their job which are defined within their position description questionnaire.
 - 1. GBHWC Personnel Office shall coordinate with DOA-HR Office to validate the Primary Source Verification.
 - 2. GBHWC licensed service providers are vetted by the Guam Board of Medical Examiners, Guam Board of Allied Health Examiners and the Guam Board of Nurse Examiners.

- B. GBHWC Patient Affairs Office shall ensure that licensed and/or credentialed staff maintained their license status and that no psychiatrist, clinical psychologist, nurse practitioner or registered nurse and pharmacist will be allowed to provide care with an expired license.
 - 1. Patient Affairs Business Office shall maintain a record of the licensed professional credentials to support billing, claims and provider/affiliate agreements.
 - 2. Patient Affairs Business Office shall provide credentials to the government-assisted programs and/or private medical insurance entities to establish provider/affiliate agreements or to support claims for services rendered by GBHWC licensed professionals.

- C. GBHWC Personnel Office shall verify applicants, new hire and current employees if they are included in the List of Excluded Individuals and Entities (LEIE) of the Office of the Inspector General which has the authority to exclude individuals and entities from federally funded healthcare programs.

- D. Allied Health Professionals working toward licensure is allowed to practice with appropriate supervision in accordance with *10 GCA Chapter 12 Article 8 Allied Health Practice Act*.

2. Provide credentials to the government-assisted programs and/or private medical insurance entities to establish provider/affiliate agreements or to support claims for services rendered by GBHWC licensed professionals.

PROCEDURE:

1. The applicants/candidates applying for employment in a position requiring education, licensure, certification or registration specifications must provide primary source verification of current proof regarding the specific requirements, addressed directly to DOA-HR Office.
2. Applicants/candidates eligible for required licensure must provide proof of current eligible status prior to employment or appointment and shall provide proof of any licensure change in status thereafter.
3. The DOA-HR Office and/or Guam Behavioral Health and Wellness Center Personnel/HR Office will conduct primary source verification of employee's education, professional licensure, certification, or registration, and other job requirements at the time of hire and at renewals utilizing form *F-AD-HR-01 Verification and Background and Credentials*.
4. GBHWC Personnel Office will maintain a list of licensed GBHWC providers and their license expiration dates. The Personnel Office will annually verify that all licensed providers are up to date with their license and request that providers provide their most current certificates or licenses to be included in their personnel jacket.
5. GBHWC Patient Affairs Business Office will request current credentials file from GBHWC HR Office or the healthcare professional and will keep an electronic file and hard copy. License expiration dates are tracked electronically and email reminders are sent to the healthcare professionals 30-45 days before expiration. Current credentials are provided to government or 3rd party guarantors in support for billing, claims and/or provider/affiliate agreements. Photo licenses are posted in the Business Office.

REFERENCE(S):

CARF International. (2020). Section 1.I Workforce Development and Management. In *Behavioral Health Standards Manual* (pp. 80-82). Tucson: Commission on Accreditation of Rehabilitation Facilities.

CARF International. (2020). Section 1.A Leadership. In C. International, *Behavioral Health Standards Manual* (p. 37). Tucson: Commission on Accreditation of Rehabilitation Facilities.

Department of Administration. (1996). *Personnel Rules and Regulation*. Tamuning: Government of Guam.

10 GCA Health and Safety, Chapter 12 Medical Practices