

SUBJECT: PRIMARY SOURCE VERIFICATION

APPROVED BY:

EFFECTIVE

DATE: 04-07-11 (replaces 02-09-10)

Executive Director

Reviewed (no changes): _____

POLICY

It is the policy of McIntosh Trail CSB to delegate its primary source verification to MedAdvantage, Inc. according to the procedures described below. McIntosh Trail CSB retains at its sole discretion authority and responsibility for all decisions and actions regarding the credentialing of all Licensed Independent Practitioners.

PROCEDURE

1. The governing body of McIntosh Trail CSB will approve and authorize the delegation of the primary source verification function.
2. There will be a written Delegation Agreement ("Agreement") by and between McIntosh Trail CSB and the delegated entity.
3. The Agreement will comply with the standards for delegation of the primary source verification function as set forth by accreditation and certification agencies as specified.
4. The delegated entity will furnish the CSB with an Individual Provider Application ("Application") for the purpose of collecting practitioner information for the purpose of primary source verification.
5. The delegated entity will perform primary source verification of those data elements on the Application as required by and in accordance with the standards set forth by accreditation and certification agencies and the policies and procedures of the delegated entity.
6. The delegated entity will maintain ongoing communication with McIntosh Trail CSB regarding the status of the primary source verification process and any requirements for additional practitioner information necessary to complete primary source verification.
7. The delegated entity will complete and report the results of primary source verification for each application.
8. The delegated entity will report the results of primary source verification in writing, including copies of primary source verification documents and reports, to McIntosh Trail CSB.
9. Upon completion of primary source verification and receipt of the primary source verification written report, McIntosh Trail CSB will review the information and take appropriate action when necessary.