

THE CREDENTIALING PROCESS

DEFINITIONS

- Health Care Practitioner: Member of a healthcare profession required to possess a professional license or other authorizing document
- Credentials: The documents which constitute evidence of training, licensure, experience and **current** competence of a practitioner.

DEFINITIONS

- Credentialing: The **process** of reviewing the credentials and **current** competence of health care practitioners applying to practice in an institution.
- Privileging: The granting of permission to practice in an institution within the framework of defined clinical practice

DEFINITIONS

- Prime Source Verification: Verification of a practitioner's or provider's qualifications and credentials with the source issuing the credentials.

ICTB

- The ICTB is a summary of the contents kept in the Practitioner's File (PCF).
- Effective 11 December 1995, Department of Defense (DOD), approved the use of an ICTB for ALL privileged providers sent *temporarily* from one DOD MTF/DTF to another DOD MTF/DTF
- Meets Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards
- Deletes the requirement to send the PCF or copies of the PCF to the Gaining Facility

When can an ICTB be used?

- Providing medical/dental care in MTF/DTF in a temporary duty status
- Reserve component Annual Training (AT), Active Duty for Training (ADT) or Inactive Duty Training (IDT) periods
- Operations other than War (OOTW) deployments
- Mobilization

NOTE: ICTB becomes invalid on the expiration of the clinical privileges and Staff appointment on which it is based.

ICTB Process

The Sending Facility

- Review provider's PCF and CCQAS record for completeness and accuracy
- Generate ICTB from CCQAS and send to gaining MTF/DTF facility
 - Attach mandatory information
 - Complete certification & signature
 - Send electronic ICTB and hard copy to gaining facility in CCQAS (Use current date as Start date).
 - Commander or designee must review and sign
- Send to gaining facility **NLT 45 days** prior to start date

ICTB Letters

- Generated from the CCQAS database
- Electronic Signature Feature (NEW)
- Two types of ICTB Letters are available
 - Active Duty ICTB Letter
 - Reserve or National Guard Letter

Active Duty ICTB Letter

Paragraphs:

1. Complete Name, Rank, Corps, SSN, DOB, Clinical Specialty, and NPI
2. Qualifying degree, internship, residency, fellowship & other qualifying training. Include completion date of each course AND ascertain presence or absence of PSV

ICTB Paragraphs (cont)

(AD)

3. List all currently held licenses, registrations and certifications with license numbers, expiration date and PSV status.
4. Specialty/board certifications and re-certifications.
5. List all applicable life support training and expiration date.

ICTB Paragraphs (cont)

(AD)

6. DEA/Control Drug Substance (CDS) authorizing documents
7. List type of appointment currently held at your unit or MTF/DTF and the expiration date of the appointment.
 - List privileges granted or summarize privileges and attach current privilege list(s) granted by unit, MTF/DTF.

ICTB Paragraphs (cont)

(AD)

8. List date of most recent NPDB/HIPDB query and indicate absence/presence of information in the report.
9. Provide a statement of the nature or purpose of the temporary assignment and request performance appraisals, as appropriate.
10. Provide brief statement from individual personally acquainted with the applicant's professional and clinical performance through observation or review to include quality assessment activities. (Paragraph must contain a statement indicating the presence or absence of other relevant information.)

Reserve/Guard ICTB Letter

Paragraphs:

1. Complete Name, Rank, Corps, SSN, DOB, Clinical Specialty, and NPI
2. Qualifying degree, internship, residency, fellowship & other qualifying training. Include completion date of each course AND ascertain presence or absence of PSV

ICTB Paragraphs (cont)

(USAR/ARNG)

3. List all currently held licenses, registrations and certifications with license numbers, expiration date and PSV status.
4. Specialty/board certifications and re-certifications.
5. List all applicable life support training and expiration date.

ICTB Paragraphs (cont)

(USAR/ARNG)

6. DEA/Control Drug Substance (CDS) authorizing documents
7. List type of appointment currently held at your unit or MTF/DTF and the expiration date of the appointment.
 - List privileges granted or summarize privileges and attach current privilege list(s) granted by unit, MTF/DTF.

ICTB Paragraphs (cont)

(USAR/ARNG)

8. List date of most recent NPDB/HIPDB query and indicate absence/presence of information in the report.
9. Provide a statement of the nature or purpose of the temporary assignment and request performance appraisals, as appropriate.

ICTB Paragraphs (cont)

(USAR/ARNG)

10. Provide brief statement from individual personally acquainted with the applicant's professional and clinical performance through observation or review to include quality assessment activities. (Paragraph must contain a statement indicating the presence or absence of other relevant information.)

ICTB Paragraphs (cont)

(USAR/ARNG)

11. Provide current civilian position, place of employment or facility where privileges are held and a list of the clinical privileges held by the provider.
12. Provider contact information
13. USAR/ARNG Training Data

ICTB Paragraphs (cont) (USAR/ARNG)

14. Verification of ICTB Content
15. Additional Comments
16. Unit Credentials POC (Who can answer questions about PCF)
17. Commanders Signature

Certification

- Certifying signature (& date) by the Commander of the unit, MTF/DTF
 - Chief of Prof Svc or DCCS can be authorized to sign
 - RC unit commander/STARC Surgeon may delegate

ICTB Process

The Gaining Facility

- Contact the Sending Facility for missing items or expired credentials
- May request a certified true copy of the PCF, if questions or issues arise in review of the ICTB
- Integrate the ICTB into the formal privilege application process
- Grant provider privileges at gaining facility as appropriate
- Perform evaluation/appraisal at the conclusion of the duty period and forward to provider's MTF/DTF/Unit

Mandatory Attachments

AD/USAR/ARNG

- AD: Copy of Current military privileges. If AD provider does not have current Military privileges then two Peer Reference Letters are required.
- USAR/ARNG: Copy of all Civilian Privileges, Scope of Practice, Job description and Military Privileges (if Applicable), and 2 peer letters.
- Peer Letters must be within 24 Months
- DA Form 5440 (Delineation)– Specific to AOC
- DA Form 5440A – (Approval of Clinical Privileges/Staff Appointment) Top Portion 1-5
Reference; AR 40-68, par 8, section 11, item B