



<b>SUBJECT: LEAVE OF ABSENCE</b> <b>SECTION: CREDENTIALING</b> <b>POLICY NUMBER: CR-03</b>	<b>EFFECTIVE DATE: 12/01/2021</b>
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**Policy Statement:**

Foresight must be aware of any provider-involved leave of absence (LOA) or extended leave of absence (ELOA). A LOA is considered to be a period of time greater than 12 weeks, but less than 1 year, during which the provision of services by a credentialed provider is interrupted in whole or in part and there is no reviewable professional activity. An ELOA is considered to be a period of 1 year or greater. This policy is not triggered by a practitioner’s absence for a period of less than twelve weeks. A reviewable professional activity includes, but is not limited to, an investigation related to competence, fraud or licensing issues.

A LOA/ELOA can be for any reason including, but not limited to, time away from practice due to vacations, administrative leaves, military service, additional training, missionary/charitable work, sabbaticals, physical or mental impairment, disorder or illness (including chemical dependency or substance abuse), and/or extended family leave.

**Process:**

The provider must provide Foresight with sufficient prior written notice of a LOA/ELOA.

The provider must keep the required credentialing elements current during the LOA/ELOA. This includes providing current license registration, malpractice coverage, and DEA certificate (if applicable).

- If the recredentialing cycle occurs during the Leave of Absence/Extended Leave of Absence, the provider, either directly or through a representative, must respond as if they were still in active practice.
- No automatic extension of current credentials approval will be granted because of the Leave of Absence/Extended Leave of Absence.
- If credentials are not renewed; the practitioner will be terminated in accordance with administrative policies.

Foresight Credentialing Staff will update the system and notify internal departments of the provider's LOA/ELOA.

Foresight Credentialing Staff will continue to monitor the provider as part of the Ongoing Monitoring process.

Upon receipt of a provider’s written notification of a Leave of Absence/Extended Leave of Absence, Foresight Credentialing Staff will send the provider a letter acknowledging receipt of such notification, with a copy of CR-03.

A provider may extend his/her LOA/ELOA for 1 additional period (not to exceed 1 year) by notifying Foresight in writing, and providing any additional information Foresight may require.

The provider must notify Foresight in writing prior to resuming practice and provide the following information/documentation:

- Review and reattest his/her CAQH application
- A provider who has been on a LOA/ELOA for a health related impairment will be required to submit sufficient evidence of medical competency.

After an Extended Leave of Absence for a period greater than 2 years, a provider’s credentials will automatically expire and he/she will be administratively terminated. The provider will be required to re-apply for credentialing in accordance with CR-01.

**Note:** Except as required by law, the Credentialing Committee reserves the right to grant exceptions to this policy.

Review Reason	Comments	Reviewed By	Reviewed On	Approved By	Approved On
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New Policy Format	N/A	Victoria Alvarez	11/19/2021	Credentials Committee	11/19/2021