



SUBJECT: RE-ENTRY AFTER RESIGNATION
SECTION: CREDENTIALING
POLICY NUMBER: CR-07

EFFECTIVE DATE: 12/01/2021
ANNUAL REVIEW: 11/16/2022

Policy Statement

In the event a provider is no longer credentialed by Foresight and then wishes to be considered for re-entry to the panel of providers permitted to treat members, the following guidelines have been established to simplify the credentialing process for the provider.

Definitions

Voluntary Resignation - a provider who has voluntarily left Foresight (i.e. retirement, relocation).

Involuntary Separation - a provider who was dismissed from the active credentialed panel or who resigned to avoid termination on an adverse action.

Process:

1. Voluntary Resignation

The provider notifies the plan Credentialing Staff, in writing or verbally, of the resignation.

There may be a minimum two-year waiting period before the provider may apply for re-entry to the panel.

For those providers who voluntarily resign and return within 30 days after their resignation and within their previous credentialing cycle, the two-year waiting period may be waived and they will be reinstated.

For those providers requesting to return more than 30 days after their resignation, they must be processed as a reinstatement in accordance with the current Foresight requirements and NCQA accreditation standards.

During this period, the provider will not be reimbursed for services rendered to Foresight client members that have not been pre-authorized.

2. Involuntary Separation (Also refer to Credentials Policy # CR-12)

Foresight notifies the provider directly that they may no longer treat members.

There will be a two-year waiting period before the provider may apply for re-entry to the panel.

Any requests for re-entry may be reviewed by the Credentialing Committee prior to completion of the credentialing process.

A provider meeting the criteria for re-entry to the panel will be credentialed as a new provider.

3. Temporary Leave of Absence/Sabbatical

The provider must notify the Credentialing Staff of the leave of absence/sabbatical with the following information:

- Leave date
- Expected date of return
- Reason for the leave

At the time of return, the provider must assure that all his/her certificates and recredentialing documentation is up to date prior to being reactivated (refer to Credentialing Policies # CR-03).

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 |
|----------------------|-----------------|--------------------|--------------------|-----------------------|--------------------|
| New Policy Format | N/A | Victoria Alvarez | 11/19/2021 | Credentials Committee | 11/19/2021 |
| Annual Review | N/A | Victoria Alvarez | 11/16/2022 | Credentials Committee | 11/16/2022 |