



SUBJECT: CREDENTIALING CONFIDENTIALITY
SECTION: CREDENTIALING
POLICY NUMBER: CR-16

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

Policy Statement

Foresight is responsible for ensuring confidentiality of all aspects of the credentialing process. Each credentialed provider will have an individual record maintained that will be kept confidential. Each file will include at least the following:

- The initial credentialing application and supporting documentation.
- All subsequent recredentialing applications.
- Information gained through primary source verification and other pertinent information utilized in making credentialing decisions.

It shall be the policy of Foresight to ensure the credentialing and recredentialing of all providers who fall within the scope of the credentialing process and Credentialing Committee is kept confidential. The credentialing process will be completed in compliance with Foresight and NCQA credentialing standards.

This policy applies to all Foresight Credentialing Staff and Credentialing Committee members.

Process

Credentialing files and information, along with minutes and records of the Credentialing Committee meetings, will be maintained in a secure environment with limited access.

Foresight will maintain confidentiality of all aspects of its credentialing process. Each credentialed provider will have an individual record maintained that will be kept confidential.

Credentialing records, including Credentialing Committee meeting minutes, will be kept for a minimum of 7 years after the termination of employment or contractual relationship. As applicable, hard copies of credentialing materials may be destroyed by shredding after being kept for the minimum of 7 years. Electronic files may be kept indefinitely.

Credentialing files and records will be stored in a secure format in compliance with Credentialing Policy CR-15 Credentialing System Controls.

Credentialing Committee Members with access to the credentialing information will be required to sign a confidentiality statement to preserve confidentiality. This confidentiality statement will be stored and signed annually.

Credentialing Staff members with access to credentialing information will be required to sign a confidentiality statement to preserve confidentiality. This confidentiality statement will be stored and signed annually.

During the course of completing the responsibilities of the credentialing process, Credentialing Staff and/or Credentialing Committee Members may encounter individually identified health information. If this occurs, employees and Committee Members may only use the information for purposes necessary to conduct Foresight business and are required to preserve the confidentiality of such information. This will be included in the Confidentiality Statement (Attachment A) that is signed regarding performing as a Credentialing Staff member and Credentialing Committee member.

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



CONFIDENTIALITY STATEMENT

Credentialing Department
Credentialing Committee

As a member of the Foresight Mental Health (Foresight) Credentialing Department and/or Credentialing Committee, I agree to hold confidential all information: (1) that could be used to specifically identify any patient or member; (2) that could be used to identify any provider with regard to any information pertaining to the qualifications of or fitness of that provider to practice or render services in his or her profession; (3) that contains any sensitive information about the business operations of Foresight.

I will use all such information only for the official business of the credentialing process and Credentialing Committee, and I will not reveal any such information except as required by applicable law. To maintain this confidentiality, when I have possession of such documentation, I will keep the documentation in a secure and locked place.

I am a member of the: Credentialing Department Credentialing Committee.

Signature

Date

Printed Name

Title