



## Provider Rights

Section	Policy Number	Effective Date	Annual Review
Credentialing	CR-13A	05/29/2024	05/29/2024

### **Policy Statement:**

Foresight notifies a provider during the initial credentialing process of their rights during the credentialing process. This policy outlines the process by which a provider is notified of their rights and opportunity to correct erroneous information.

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

### **Related Policy or Procedure:**

1.

### **Process:**

1. When a provider is hired by Foresight, the Credentialing Department is notified.
2. Upon notification that a provider has been hired, the Credentialing Staff sends the provider an email introducing them to the credentialing process.
3. The introduction email includes a statement notifying the provider of their rights during the credentialing process.
  - 3.1. The right to review information submitted to support their credentialing application,
  - 3.2. The right to correct erroneous information, and
  - 3.3. The right to receive the status of their application upon request.
4. The email also includes the name and contract information for the Credentialing Staff assigned to process the application. Providers are informed to contact their assigned Credentialing Specialist by email or phone.



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
Annual Review	N/A	Gwendolyn Mucino Martinez	11/29/2023	Credentials Committee	11/29/2023
New Policy Format	N/A	Gwendolyn Mucino Martinez, Jes Molina, and Ashleigh Fisher	05/24/2024	Credentials Committee	05/29/2024