



## Credentialing Confidentiality

Section	Policy Number	Effective Date	Annual Review
Credentialing	CR-16	05/29/2024	05/29/2024

### **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:

1. The initial credentialing application and supporting documentation.
2. All subsequent recredentialing applications.
3. 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.

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

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

1. CR-15 Credentialing System Controls
2. Confidentiality Statement

### **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.



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