

SAN MATEO COUNTY  
MENTAL HEALTH SERVICES DIVISION

DATE: January 13, 1998

MENTAL HEALTH POLICY NO.: MH 98-08

SUBJECT:           Credentialing Committee

AUTHORITY:       Divisional

SUPERSEDES:     Renumbering of Mental Health Plan Policy No. 96-02

**PURPOSE**

To assure that beneficiaries of the Mental Health Plan receive care from a highly qualified, community-based, multi-disciplinary panel of providers.

To assure that initial, ongoing, and terminal reviews of potential or actual members of an outpatient provider panel are performed in accordance with written criteria and procedures.

**MEMBERSHIP**

The Credentialing Committee shall be a confidential multi-disciplinary body appointed by the Mental Health Services Director, the Mental Health Medical Director, and the Director of the Mental Health Plan.

The Committee shall have at least the following membership:

- o     One board certified psychiatrist specializing in adult care who is an independent contractor in MHP provider network.
- o     One board certified psychiatrist specializing in child/youth care who is an independent contractor in the MHP provider network.
- o     One psychologist specializing in adult care who is an independent contractor in the MHP provider network.
- o     One psychologist specializing in child/youth care who is an independent contractor in the MHP provider network.
- o     One psychiatrist employed by the MHP.
- o     One psychologist employed by the MHP.

If independent licensed practitioners of other disciplines become contractors to the MHP outpatient provider panel, they shall be represented on the Credentialing Committee in a like manner as above.

All professional members of the Credentialing Committee shall have a minimum of three years of independent practice, post Board Certification in the case of psychiatrists, and post licensure in the case of psychologists.

Staff support to this Committee will be provided by the MHP Quality Improvement Coordinator and the MHP Provider Relations Specialist. MHP staff will maintain minutes of the meetings of the Credentialing Committee.

#### COMMITTEE FUNCTION

1. To serve an advisory role to the MHP in the development and/or approval of standards for credentialing and recredentialing of independent professional contractors for the MHP outpatient panel.
2. To receive in a timely manner the names of all practitioners who meet established criteria for MHP credentialing.
3. To review and advise the MHP concerning the credentials of practitioners who do not meet established criteria for initial MHP credentialing, prior to the denial of credentialing to that applicant.
4. To review and advise the MHP in situations where an existing MHP provider appears no longer to meet criteria for ongoing credentialing *at the time of* contract renewal.
5. To review and advise the MHP in situations where an existing MHP provider appears no longer to meet criteria for ongoing credentialing *during* an existing contract term; this review will be provided by a professionally specific subcommittee of the Credentialing Committee.

This situation may include a face-to-face meeting at the Committee's or the provider's request, under conditions specified in MHP Policy 98-05, Managed Care Credentialing Process, MHP Policy 98-10, Resolution of Concerns/Complaints about Contract Providers, and individual contracts.

6. No member of the committee will participate in any review of his/her own compliance with credentialing standards, nor shall any member review the credentials of any practitioner with whom he/she shares membership in a professional legal entity. In such cases, an alternate member, representing the specific discipline and specialty under discussion, will be selected by the Mental Health Medical Director to serve on the committee during that deliberation.

#### MEETING STRUCTURE

One member of the committee will select one member as chairperson; that term shall be for one year. The responsibilities of the chairperson are:

- o To facilitate the meeting schedule and to preside over committee meetings.
- o To review drafts of committee minutes prior to full committee review and approval.
- o To approve, as the representative of the committee, any correspondence or other documents written by the Committee.
- o To participate in discussion with MHP management about findings of the committee, participation of committee members, and other issues at the request of the MHP or of the Committee.

Meetings shall occur as often as needed, but at least biannually. Information about newly approved members of the outpatient contractor panel shall be disseminated by the MHP at least monthly.

#### TERM OF OFFICE

Members are requested to commit to a one-year term, renewable by agreement of the member and the MHP.

Membership may be revoked by the MHP if a member is found to be unable to attend scheduled meetings and/or perform the defined functions of the committee.

Approved: \_\_\_\_\_  
Beverly Abbott, Director  
Mental Health Services Division

Reviewed: \_\_\_\_\_  
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