

SAN MATEO COUNTY  
MENTAL HEALTH SERVICES DIVISION

DATE: January 13, 1998

MENTAL HEALTH POLICY NO.: MH 98-09

SUBJECT: Delegation of Credentialing, recredentialing, Recertification or Reappointment of Individual Practitioners

AUTHORITY: Divisional

SUPERSEDES: Renumbering of Mental Health Plan Policy No. 96-03

PROCEDURE

The MHP may delegate any or all credentialing activities.

1. To a community-based organization which has been certified by the Department of Mental Health as a Short-Doyle/Medi-Cal provider;
2. To an accredited inpatient facility for the credentialing of its inpatient provider panel
  - o The hospital must inform the MHP when a provider has been dropped from or voluntarily leaves its inpatient panel;
  - o The MHP may elect to perform further credentialing activities for those providers who also provide outpatient services;
3. To a Credentialing Verification Organization (CVO) that meets NCQA credentialing standards;
4. To an Independent Practice Association (IPA)
  - o The MHP must conduct an on-site audit of the IPA's credentialing process;
5. To a medical clinic certified for fee-for-service Medi-Cal reimbursement
  - o The MHP must conduct an on-site audit of the medical clinic's credentialing process.

If any of the above entities, in turn, delegate their credentialing authority, the MHP must be informed and review and approve the credentialing policy of that secondary entity.

The MHP retains the right to approve new providers and new sites for MHP programs, and to terminate or suspend individual MHP providers.

The MHP retains the right to monitor the effectiveness of the delegate's credentialing process by annual review of a sample of the provider's credentialing files.

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