

MINUTES
Advisory Committee on Physician Credentialing Information
October 21, 2003

Members Present: Rebecca Burdg, CMSC, Chair; Faye Gilbarg; Tom Foster, MD; Robert Wheeler, MD; Karen Smith, CMSC.

Members Absent: Barbara Halsey CMSC; James Kronenberg; Linda Baker, CMSC, Caryl Glaven, CMSC.

Staff Present: Alison Little, MD; Laura Lanssens.

Also Attending: Mary Park-Lindsey, Providence Health Plans.

I. Call to Order

Rebecca Burdg, Chair, called the meeting to order at 11:05 a.m. in Basement Conference Room B of the Public Service Building, 255 Capitol Street NE, Salem, OR 97310. Introductions were made all around for courtesy of the new member and guest.

II. ACPCI Duties, Responsibilities & Process

The Committee reviewed House Bill 2144 as to what the ACPCI duties, responsibilities and the process. Becky read the House Bill aloud and asked Dr. Alison Little to report on the administrative and rule making process of the Committee's amended and approved credentialing applications. A flow chart was handed out as a visual aid.

III. Old Committee Business

A. Review and Approval of November 19, 2002 Minutes

The Minutes of November 19, 2002 were read and approved and accepted with the understanding that the spelling errors would be corrected. There were still Minutes in arrears to approve. The Chair requested Staff to resend electronically the Minutes from May 21st, 2002 and September 17, 2002 to each Member for their review and their approval.

B. Status of Revised Recredential Application

Staff reported that the recredentialing application was going through the rule making process and that the recredentialing application had been sent to the Department of Human Services Administrative Rules Coordinator and the Department of Consumer and Business Services Rules and Legislation Coordinator. Both will take the application to committee and amend the Oregon Administrative Rules to reflect the new changes.

Dr. Wheeler had a legal concern about the recredentialing application currently being on the website with the new changes without the revised Oregon Administrative Rules (OARs) in place approving the recredentialing application.

Mary Park-Lindsey reported that her office was still using the original recredentialing application and was aware that the changes had been made to the recredentialing application and that it was available on the website. The Committee asked that the Staff remove the November 19, 2002 amended recredentialing application from the website and post the original, November 14, 2000 recredentialing application.

Dr. Wheeler and Dr. Foster suggested that the November 19, 2002 recredentialing application should only be posted on the website once it has been completely adjudicated. Dr. Wheeler wants to be sure that the rules be in writing first since the application is mandatory.

After reviewing the recredentialing application, it was noted that there were some discrepancies, not all the "...in the past two (2) years..." in the document had been changed to "...in the past three (3) years...". Only the Attestation page reflected the change.

Dr. Wheeler moved that "...in the past three (3) years..." changes be made to sections II, IV, VIII, XII, and XIII. In Section III of both the credentialing and recredentialing application, "Principle" should be changed to "Principal". Dr. Foster seconded the motion and the Committee unanimously approved the changes. Also the Committee would like a current amended date on the recredentialing application (i.e. October 21, 2003). Staff will resubmit the credentialing and recredentialing applications with those changes to the OHP Administrator and he will forward the applications onto the Department of Human Services and the Department of Consumer and Business Services for the rule making process.

Becky asked for a motion to move forward with these changes. Dr. Foster motioned and Faye Gilbarg seconded it. The Committee unanimously agreed.

C. Announcements and Distribution

The Committee was unsure of whether the amended applications would be sent out for public comment. Staff will research and forward their findings to the Committee. No action will be taken until Staff finds out whether the amended applications can be used prior to rulemaking.

D. Website

Staff will find out when the amended applications can be posted on the website as an approved document that is mandatory to use. The Committee wishes to have it in writing.

IV. New Committee Business

A. Accrediting and/or Regulatory Changes

Karen Smith mentioned that JCAHO would require in January 2004 that the credentialists confirm practitioner's identity. It is unsure whether a driver's license will suffice.

Becky mentioned that in 2003, new practitioner rights requirements were added which are not addressed in the credentialing applications, nor do they need to be addressed in an application format. There are also changes in the Joint Commission standards for advanced practitioners coming out. Currently they should not affect the credentialing applications.

HIPAA has some new modifications for uniform coding requirements. Dr. Wheeler will be sending a web address to Staff for changes in the specialty list, which is an Attachment in both the credentialing and recredentialing applications.

B. 2003 – Correspondence to Committee

The Committee requested Staff to send out a letter requesting feed back suggestions to the credentialing and recredentialing applications. Therefore Staff will send out a letter to the credentialing coordinators of hospitals, health care service contractors, insurance companies, physician organizations and the Oregon Medical Association.

Becky will be sending to Staff a new list of addresses of credentialing coordinators from the Oregon Association Medical Staff Services (OAMSS).

Also Becky requested the Members, based on the organization that each represent, to look at the standards for any input that needs to be made or changes to the applications. These will be discussed at the next meeting.

The Committee would also like Staff to send out a letter to the medical directors or CEO's of the various organizations requesting nominees for the prospective vacant seats. It was agreed that the protocol is to check with the member whose term is ending to see if they wish to continue as part of the Committee even though a letter will be sent out to gather prospective candidates.

V. Other Business

A. New meeting schedule

Becky recommended that the Committee have one last meeting for 2003. The Committee approved to have the meeting on November 18, 2003.

B. Meeting schedule for 2004

The proposed meeting calendar for next year is:

June 15, 2004

- Welcome to new members (if applicable)
- Introduce new business and possible changes to credentialing and recredentialing applications
- Request Staff to solicit input for possible tentative changes
- Petition for nominees
- Get a CAQH update (if applicable)

September 21, 2004

- Discussion regarding input and tentative changes
- CAQH rolling out cycle update
- Explore other issues as they may arise
- Put together a list of recommendations
- Request Staff to send out a notification of possible changes

November 16, 2004

- Review and approve changes/final decision of recommendations
- Look at membership and term limits
- Plan and prepare for the upcoming year
- Send recommendations to OHPR Administrator

VI. CAQH Credentialing Data Initiative Presentation

Staff will contact Richard Galicia of CAQH and arrange for a telephone conference for the next meeting.

VII. Adjournment

Becky adjourned the ACPCI meeting at 12:45 p.m. The next meeting shall be held November 18, 2003 in Conference Room 500A, of the Public Service Building, 255 Capitol Street NE, 5th floor, Salem, OR 97310.

Rebecca L. Burdg, CPCS, CMSC, Chair

MINUTES
Advisory Committee on Physician Credentialing Information
November 18, 2003

Members Present: Rebecca Burdg, CMSC, Chair, Jim Kronenberg; Karen Smith, CMSC; Caryl Glaven, CMSC; Barbara Halsey, CMSC; Linda Baker, CMSC.

Members Absent: Robert Wheeler, MD; Faye Gilbarg; Tom Foster, MD.

Staff Present: Alison Little, MD, MPH; Laura Lanssens.

I. Call to Order

Rebecca Burdg, Chair, called the meeting to order at 11:05 am in Conference Room 500A of the Public Service Building, 255 Capitol Street NE, Salem, OR 97310

II. Old Committee Business

A. Review and Approval of Minutes

The Minutes from May 21, 2002 and September 17, 2002 had previously been sent electronically to the Members. They were briefly reviewed and accepted in their entirety. Also the Minutes from October 21, 2003 were reviewed and accepted as written.

B. Status of Revised Recredentialing Application

Dr. Little reported that the Practitioner Credentialing and Recredentialing Applications were on track within the rule making process. The Department of Human Services (DHS) Administrative Rules Coordinator and the Department of Consumer and Business Services (DCBS) Rules and Legislation Coordinator had sent the application(s) through the legal channels of public notice and waiting period. Dr. Little further explained that the next step was for them to send the applications to the Legislative Committee, which will be done in December 2003. Once in committee, the revised changes will be voted on for acceptance, the state regulations will be amended to reflect the new changes, then filed with the Secretary of State. The Secretary of State will accept the amendment with his signature. DHS and DCBS will inform the office of Oregon Health Policy and Research in writing, as per OAR 333-505-007 and OAR 835-053-0700, respectfully, and Staff will inform the ACPCI.

C. ACPCI Duties

Staff provided the Committee with a copy of the revised flow chart of the legal channels the Practitioner Credentialing and Recredentialing Applications needed to undergo in order for the application to be accepted and put into effect.

The Committee asked Staff to draft a letter to send out to inform the credentialing professionals and coordinators in the health care organizations, hospitals and health insurance companies of the prospective amendments to the credentialing and recredentialing applications. Staff noted that they were happy to do so. However, Dr. Little pointed out that before a letter is sent out, the distribution list needed to be reviewed and updated. Various members suggested they would send names and addresses to aid in updating the mailing list.

Also Staff reported that the November 2001 applications were being maintained on the website and the membership roster had been updated, the Minutes that had been approved in this meeting would be posted later in the afternoon.

III. New Committee Business

A. Correspondence to Committee

The Staff informed the Committee that letters had been sent out and received from the credentialing coordinators of hospitals, health care service contractors, insurance companies, physician organizations and the Oregon Medical Association. The letters that were sent requested feedback, suggestions and possible recommendations for updating the Oregon Practitioner Credentialing and Recredentialing Applications, for the end of 2004 year. The Committee was given a list with those requested changes and feedback. The Committee began reviewing the recommendations that were received.

The following are recommendations that the Committee unanimously agreed on for updating the applications:

Credentialing:

Page 5; switch "INTERNSHIP / POST-GRADUATE YEAR 1" to read as POST-GRADUATE YEAR 1 / INTERNSHIP

Pages 3, 4, 5, 7, 8, change "mm, dd, yy" in the date cells to reflect month, day, year. For example: mm/yy would become month/year and mm/dd/yy would become month/day/year.

Page 6, move "Education Commission for Foreign Medical Graduates (ECFMG) Number and Date Issued" to Page 2 under Section II. Also add cells for Country, Citizenship, Visa number, Status, Type.

Recredentialing Application:

Pages 3, 4, 5, 6, change “mm, dd, yy” in the date cells to reflect month, day, year. For example: mm/yy would become month/year and mm/dd/yy would become month/day/year.

Page 4, move “Education Commission for Foreign Medical Graduates (ECFMG) Number and Date Issued” to Page 2 under Section II. Also add cells for Country, Citizenship, Visa number, Status, Type.

Please note the ACPCI had to cut short their review due to time constraints. They shall continue with their review at the next meeting, January 2004.

B. Membership

The Committee discussed membership. Letters and resumes had been received from various directors and CEO’s of health care and physician organizations and hospitals. The nominees were reviewed. Per protocol, both Caryl and Barbara were asked if they wished to continue for another term. Both said they wished to pass on another term. The committee voted unanimously to have Amy Lyons from PacifiCare, replace Caryl Glaven, and to have Linda Snow from Silverton Hospital replace Barbara Halsey. Also a unanimous vote was given for Dr. Robert Wheeler to remain on the Commission for another term (which would be his 2nd and last term), should he be willing. Dr. Wheeler was absent from the meeting, however Becky said, as Chair, she would inform Dr. Wheeler of the ACPCI’s decision, and in adhering to protocol, she would ask if he would like to continue as part of the committee. She then would inform Staff of his decision.

The ACPCI requested Staff to pass on their recommendations to Dr. Bruce Goldberg, Administrator of Oregon Health Policy & Research (OHPR) as per enrolled House Bill2144 and Oregon Statutes 442.800-442.807 (1999). When Dr. Goldberg agreed and accepted their recommendations then Staff would inform Amy Lyons and Linda Snow, in writing of their appointment to the ACPCI. The Chair invited them to the next meeting in January 2004; an invitation will be sent by e-mail.

C. Distribution List

Again the distribution list will be updated once the members send their addresses to Staff.

D. CAQH Credentialing Data Initiative Update

Staff had previously informed Richard Galicia of CAQH that a teleconference was not feasible for this meeting because of the large amount of work that needed to be done by

the committee before year's end. The ACPCI requested Staff to politely postpone the teleconference for another time, which Staff reported they had successfully done; the teleconference was postponed until sometime in 2004. Staff was waiting to hear back from Mr. Galicia regarding when he was available for a teleconference to review CAQH's rollout plan in Oregon.

IVI. Adjournment

Becky adjourned the ACPCI meeting at 12:45 p.m. The next meeting shall be held 10:00 am – 12:45 pm, January 20, 2004 in Conference Room 500A, of the Public Service Building, 255 Capitol Street NE, 5th floor, Salem, OR 97310.

Rebecca L. Burdg, CPCS, CMSC, Chair