

**MINUTES**  
**Advisory Committee on Physician Credentialing Information**  
*June 21, 2005*

**Members Present:** Rebecca Burdg, CPMSM, Chair; James Kronenberg; Robert Wheeler, MD; Valery Kriz, CPMSM; Victor Richenstein, MD.

Guest: Brett Hamilton, ODA

**Members Absent:** Linda Snow; CPCS, Amy Lyons, CPMSM;

**Staff Present:** Alison Little, MD; Dorothy Allen.

**I. Call to Order and Introductions**

Rebecca Burdg, Chair, called the meeting to order at 11:08 a.m. in Conference Room 500A of the Public Service Building, 255 Capitol Street NE, Salem, Oregon.

A new member, Dr. Victor Richenstein, was introduced as was a guest, Brett Hamilton, ODA and new committee staff, Dorothy Allen.

Round table introductions followed.

**II. Old Committee Business**

**A. Review and Approve Minutes from September 2004**

MOTION: To accept the September 28, 2004 Minutes by Dr. Wheeler.  
MOTION CARRIES: 6-0.

**B. Review of HB 2144**

Ms. Burdg read through sections of HB 2144 that clarify the committee's role and purpose.

**C. Review approval process for last application changes**

Dr. Little reviewed the ACPCI Flowchart for amending the Oregon Practitioner Credentialing and Recredentialing application, enumerating the necessary steps to have changes to the application accepted and finalized.

### **III. New Committee Business**

#### **A. Recommendations for Application Changes**

The committee reviewed the solicitation letter boilerplate, making changes to the dates.

Dr. Little reported the only recommendation at this time was to remove the Social Security number from the application.

Mr. Kronenberg discussed the issues revolving around National Provider Identifier (NPI) number. There is no specific date when all providers must be in compliance. Also, it is unclear when providers may obtain an NPI. Mr. Kronenberg's organization will check on the date the NPI will be available and when its use will be mandatory. It was felt that removal of the social security number would be feasible once NPI is in use.

Mr. Kronenberg shared the history of the committee with the group, including the 60+ changes to the application that were recommended at one time. He commended the committee for the process working so well and anticipates in the future the committee may need only one meeting a year.

Further, he spoke about the importance of the application to the medical office staff. Mr. Kronenberg also shared that Ambulatory Records Certification (ARC) is currently working on a provider safety survey (examples: Rx refills, following up on no-shows or unusual diagnosis, telephone triage) and that recommendations for best practices will be made available to the community.

#### **B. Committee Membership**

The committee reviewed the recruitment letter boilerplate, making changes to the dates. Vacancies exist for both a Healthcare Service Organization representative and a Hospital representative. In addition, it was noted that Mr. Kronenberg's term will expire in January, 2005, necessitating a Physician Organization Representative, also. Dr. Little stressed the State's interest in geographic diversity.

Ms. Burd and Mr. Kronenberg offered suggestions and will contact prospective members. The ACPCI staff will hold the recruitment letter pending further information.

Suggested for recruitment:

Kerry Gonzales, Oregon Academy of Family Practice, Physician organization representative

Jean Steinberg, Cascade Health Community, Hospital representative

### **C. Website documents**

Regarding the Oregon Practitioner Credentialing/Recredentialing Applications online, Dr. Little asked whether it might be more efficient to post one complete application or, as it currently is, with the applications broken out in subsets. Ms. Kriz, Dr. Wheeler and Ms. Burdg agreed that a single document seems fine.

A question was raised as to whether both MS Word and PDF versions are needed. It was agreed to check the page counter to see how many PDF hits the site is getting and make a determination at that time.

The ACPCI staff will work on fixing the PDF fill-in document.

### **D. Review Stakeholders/Contact List**

Committee reviewed of Oregon Associations of Medical staff Services mailing list and the ARC MCO list. Both lists are outdated. Ms. Burdg and Mr. Kronenberg will forward updated lists, respectively. Mr. Kronenberg will also provide a list of large sized clinics with internal credentialing departments in addition to provider and specialty stakeholders list that will be provided by the Oregon Medical Association (OMA).

Mr. Kronenberg suggested a mailing to “medical staff services” to every listing on the Oregon Association of Hospitals and Health Systems should get to every hospital in Oregon.

Dr Wheeler suggested adding web pages for committee member recruitments and application recommendations. Dr. Little agreed and the ACPCI staff will begin this work.

### **E. Additional discussion items:**

Ms. Burdg suggested that next time there are many revisions to the application, that additional meeting(s) be held to finalize the process, as completion by email proved to be problematic.

Dr. Little and Ms. Burdg discussed their decision to allow certain organizations to have unprotected applications provided they submit the request in writing, naming a person who would be accountable should the application’s integrity become compromised.

Dr. Wheeler suggested that the ACPCI staff move towards creating an application that allows the providers to populate the fields with their data in a more automated process.

Dr. Little shared a question she received about whether they should or could accept any applications that were completed using any version of the application other than the most current. Dr. Little and Ms. Burdg discussed their thoughts that it would be each organization's decision, and that the question is outside the committee's scope. It was further pointed out that the only thing the law really states is that an organization may not require that providers use any application except the current approved one, but it doesn't say that you can not accept it if that is what they send you.

A question was posed, if there are no revisions recommended, is there a way to change the date on the application without going through the complete review process? Dr. Little shared that she believes even a date change would require submission of the application to the rule-making process, based on the ACPCI Flowchart for amending the Oregon Practitioner Credentialing and Recredentialing application.

#### **IV. Adjournment**

The meeting was adjourned at 12:25 p.m. with a reminder that the next meeting will be Tuesday, September 20, 2005, in Conference Room 500A of the Public Service Building, 255 Capitol Street NE, Salem, Oregon.

---

Rebecca L. Burdg, CPMSM, CPCS, Chair

**MINUTES**  
**Advisory Committee on Physician Credentialing Information**  
*September 13, 2005*

**Members Present:** Rebecca Burdg, CPMSM, Chair; James Kronenberg; Valery Kriz, CPMSM, Amy Lyons, CPMSM, Victor B. Richenstein, MD; Jean Steinberg

**Members Absent:** Robert Wheeler, MD

**Guest:** Amy King

**Staff Present:** Alison Little, MD; Dorothy Allen.

**I. Call to Order and Introductions**

Rebecca Burdg, Chair, called the meeting to order at 1:41 PM in Conference Room 500A of the Public Service Building, 255 Capitol Street NE, Salem, Oregon.

New member Jean Steinberg was introduced as was a guest, Amy King. Round table introductions followed.

Ms. Burdg read through sections of HB 2144 that clarify the committee's role and purpose, stressing that committee's direction is to keep the application focused on credentialing and regulatory requirements

Dr. Little reviewed the ACPCI Flowchart for amending the Oregon Practitioner Credentialing and Recredentialing application, enumerating the necessary steps to have changes to the application accepted and finalized.

The flowchart can be found on the ACPCI's website:  
[http://www.ohppr.state.or.us/advisory/index\\_advisory.htm](http://www.ohppr.state.or.us/advisory/index_advisory.htm)

**II. Old Committee Business**

A. Review and Approve Minutes from June 2005

MOTION: To accept the June 21, 2005 Minutes as written. MOTION CARRIES: 6-0.

B. Website documents

Dorothy Allen reported that the Oregon Practitioner Credentialing and Recredentialing applications were now available in a PDF Form, allowing users with Adobe Acrobat to

complete, save and print their applications. She also stated that the application pages have been streamlined to include only the full applications in both MS Word and PDF format.

### III. New Committee Business

#### A. Recommendations for Application Changes Review received suggestions

Ms. Burdg, as a reminder, stated that the philosophy of this Committee (ACPCI) is to ensure the Oregon Practitioner Credentialing and Recredentialing Applications are kept as credentialing applications. The focus is to only add what is necessary for credentialing/recredentialing. Ms. Burdg said as they go through the solicited recommendations, the members need to ask themselves whether this is a recommendation for credentialing or would the recommendation be better off as an addendum question. Each health care organization may send out a letter requesting the other information (i.e., languages spoken, billing information, etc). Therefore the applications are not cluttered with the unnecessary information that may be nice to have but really is not required in order to credential/recredential the practitioner.

Suggestions reviewed are as follows:

1. Request that the application not be changed, as any changes to the application creates a huge workload for the users.
2. Removal of a "Does Not Apply" checkbox in Section IX Continuing Medical Education of the Recredentialing application.
3. Add the National Provider Identifier (NPI) number to the application.
4. Remove "if available" from all fax number fields.

Each suggestion was reviewed to see if it met a credentialing or regulatory need. Requests #2 and #4 seem to be cosmetic in nature, not meeting the criteria for change. Suggestion #3 was added to the Application in 2004.

MOTION: To make no changes to the Oregon Practitioner Credentialing and Recredentialing Applications. MOTION CARRIES: 6-0.

Staff will draft individual letters to each person making a suggestion explaining the Committee's decisions. Staff will also prepare a letter to mailing list stating there will be no changes and announcing the availability of the Application in PDF Fill-able-Form.

#### C. Committee Membership

Dr. Alison Little reported that there are currently two vacancies on the Committee and asked the member for additional suggestions. Mr. Kronenberg and Ms. Burdg volunteered to help with the recruiting efforts.

#### IV. Adjournment

The meeting was adjourned at 3:07pm. with a reminder that the next meeting will be Tuesday, June 20, 2006, in Conference Room 500A of the Public Service Building, 255 Capitol Street NE, Salem, Oregon

---

Rebecca L. Burdg, CPCS, CMSC, Chair