

 <p>HAWAII HEALTH SYSTEMS CORPORATION "Touching Lives Everyday"</p> <p>Policies and Procedures</p>	Department: Legal Department	Policy No.: ADM 0014
	Issued by: Rene McWade, Esq. VP & General Counsel	Revision No.: 1
Subject: <i>Employed and Contracted Practitioner Credentialing</i>	Approved by: HHSC Board of Directors	Effective Date: 4/17/08
	By: Raymond Ono Its: Secretary/Treasurer	Supersedes Policy: 3/11/04
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- I. **DEFINITION:** For the purposes of this policy, the term "practitioner" shall mean a Licensed Independent Practitioner (LIP) defined as any individual permitted by the hospital and by law to provide patient care services independently within the defined scope of practice and/or delineated clinical privileges.
- II. **PURPOSE:** To adhere to credentialing requirements for all HHSC employed and contracted practitioners, including practitioners working under any other financial arrangement at any HHSC in-patient facility or out-patient setting.
- III. **POLICY STATEMENT:** Prior to providing patient care services as an employee, contractee, or under other financial arrangement, the practitioner's credentials will be approved by the Board of Directors, or Board Committee with delegated approval authority.
- IV. **REQUEST FOR POLICY EXEMPTION CONSIDERATION PROCEDURES:**
 - A. All potential employees (full or part-time) or contracted practitioners, to include any practitioner who may perform clinical services for HHSC under any financial arrangement, will be subject to the credentialing process at the facility for which services will be performed.
 - B. Any exceptions to this policy may be considered on a case-by-case basis only when an urgent situation exists which must be addressed in a manner where time will not allow the Board of Directors approval opportunity. An explanation of the situation must accompany any request for consideration. The exceptions will be granted only for the duration that the urgent situation exists.
 - C. Until there is transfer of custodial and operational control of credentialing matters to a Regional System Board, requests for consideration will be presented to the HHSC President & CEO. After a transfer of custodial and operational control to a Regional System Board, the request for consideration will be presented to the respective Regional CEO of the facility seeking an exception.
 - D. At all times, HHSC will adhere to the established standards for the credentialing of practitioners and granting of temporary privileges. At a minimum, the practitioner must

complete an application for privileges and provide evidence of a current, unrestricted Hawaii practitioner's license. All other required documents will be in accordance with the Bylaws of that facility for the granting of temporary privileges.

- E. The credentialing process should be completed and the application be submitted to the Board of Directors for final approval at their next meeting.