

# Credentialing Boot Camp

April 11, 2017 • Hilton Garden Inn Louisville Northeast • Louisville, Kentucky

## Overview

This program provides a practical, in-depth review of aspects of credentialing, recredentialing and privileging including primary source verification, applying criteria for appointment, reviewing the application for completeness, identifying “red flags”, roles in the review and approval process, meeting management, credentialing telemedicine and allied health professionals, coordinating the peer review process, and understanding negligence in credentialing. This program is geared toward those new to these processes, but can serve as a great refresher for the experienced credentialing professional. Lecture will be reinforced with table top exercises and other discussion-based sessions. There will be adequate time to discuss issues and answer questions.

## Objectives

Upon completion of the program the participant will be able to:

- Identify CMS regulations for credentialing and privileging
- Discuss credentialing and privileging requirements of The Joint Commission
- Identify and evaluate “red flags” in an application
- Define appropriate mechanisms for primary source verification and approved secondary or equivalent sources
- Recognize the roles of various persons involved in the review and approval process
- Determine effective mechanisms for credentialing and privileging allied health and telemedicine providers
- Discuss the medical services professional’s role in the Peer Review and Hearing processes
- Identify issues that could lead to a finding of negligence in credentialing practices

## Faculty

**Kathy Matzka, CPMSM, CPCS, FMSS**, is a consultant, speaker and writer specializing in provider credentialing and professional staff issues for hospitals, long term care facilities, managed care organizations, credentials verification organizations, and physician practices. She can provide your staff with the knowledge and tools needed to ensure your organization meets or exceeds the rigorous standards and expectations of today’s health care industry. Ms. Matzka began her independent consulting career in 2001 after service as Medical Staff Coordinator at Memorial Hospital in Belleville, Illinois for 14 years.

## Registration

The registration fee for this program is \$190 for KHA members and \$350 for non-members. This fee covers all handout materials, beverage breaks, lunch and administrative costs. You may register by mail, fax or online. Fax to (502)426-6226; mail registration to KHREF, P. O. Box 436629, Louisville, KY 40253-6629 or online at [http://www.kyha.com/CM/Events/Evts\\_List.aspx](http://www.kyha.com/CM/Events/Evts_List.aspx).

## Seminar Location/Hotel Accommodations

**Hilton Garden Inn Louisville Northeast**  
9850 Park Plaza Avenue  
Louisville, Kentucky 40241

**For reservations call:** 502-423-0018

**Rates:** \$124/single

**Cutoff date:** March 20, 2017

## Continuing Education Credit

This course has been approved for National Association of Medical Staff Services (NAMSS) continuing education credit for 7.0 CEUs. Accreditation of this educational content in no way implies endorsement or sponsorship by NAMSS.

This program is approved by the Kentucky Board of Nursing for 7.5 contact hours, program offering number 5-0023-1-18-173 expiration date December 31, 2017. Participants must attend the entire session and complete the evaluation. Those desiring continuing education credit must have nursing license number or social security number at registration.

The Kentucky Hospital Association is authorized to award 7.5 hours of ACHE Qualified Education Credit for this program. Participants wishing to have the continuing education hours apply toward credit should list their attendance on application for ACHE advancement or recertification.

## Services for Physically Challenged Individuals

KHREF wishes to take reasonable steps to ensure no individual who is physically challenged is discriminated against because of the absence of auxiliary aids and services. If special arrangements or diet are required for an individual to participate in this program, please contact KHREF at (502)426-6220.

## Cancellations

A refund of registration fees will be made to those registrants notifying KHREF of cancellation five (5) working days prior to program date. A \$40 processing fee will be assessed against each refund. No refunds will be made after that date. Substitutions are accepted. **No shows will be billed for the full registration fee.**

# Program Agenda - April 11, 2017

**8:00 – 8:30 AM**

**Registration/Continental Breakfast**

**8:30 – 8:45 AM**

**Welcome/Introductions/Agenda Review**

**8:45 – 9:45 AM**

**CMS Standards and State Regulations for Credentialing**

**9:45 – 10:15 AM**

**Joint Commission Standards for Credentialing** (Includes Exercise)

**10:15 – 10:30 AM**

**Break**

**10:30 – 11:00 AM**

**Roles and Responsibilities – Includes Exercise: Whose job is it?**

**11:00 AM – 12:00 PM**

**Primary Source Verification – Includes Exercise: Which secondary sources are appropriate?**

**12:00 – 12:45 PM**

**Lunch**

**12:45 – 1:15 PM**

**Applying Criteria for Appointment**  
(Includes Exercise)

**1:15 – 2:00 PM**

**Overview of “Red Flags”** (Includes Exercise)

**2:00 – 2:15 PM**

**Break**

**2:15 – 2:45 PM**

**CMS Regs/Joint Commission Standards/State Regulations for Privileging**

**2:45 – 3:00 PM**

**Credentialing/Privileging Telemedicine Providers**

**3:00 – 3:15 PM**

**Allied Health Professionals**

**3:15 – 4:00 PM**

**Understanding Negligence in Credentialing**

**4:00 – 4:15 PM**

**Questions & Answers**

The time frames are approximate. Please plan to come to the entire program as the schedule may change based on audience focus needs.

## Registration Form - Mail form by April 4, 2017

### Credentialing Boot Camp

April 11, 2017

**Hilton Garden Inn Louisville Northeast**  
Louisville, Kentucky

#### Please Complete Information:

Name \_\_\_\_\_

Title \_\_\_\_\_

email \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

email \_\_\_\_\_

#### Complete Hospital Information:

Hospital \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

#### Dietary requirement:

- Gluten-free meal required  
 Vegetarian meal required

#### Registration Fee:

The fee for this program is: \$190 per participant (KHA member)  
\$350 per participant (non-member)

Number of participants \_\_\_\_\_ x fee = \_\_\_\_\_  
(amount enclosed)

- Check Enclosed (Make checks payable to Khref)  
 Charge my Mastercard/VISA/American Express

Person to call for card number:

\_\_\_\_\_

Phone #: \_\_\_\_\_

Name on Card \_\_\_\_\_  
(Print Name)

Cardholder Signature: \_\_\_\_\_

or  
register online at [http://www.kyha.com/CM/Events/Evts\\_List.aspx](http://www.kyha.com/CM/Events/Evts_List.aspx)

Checks and registration forms need to be mailed  
by **April 4, 2017** to:

**Khref**  
**PO Box 436629**  
**Louisville, KY 40253-6629**

**Phone: (502) 426-6220**  
**Fax: (502) 426-6226**



Kentucky Hospital Research and  
Education Foundation, Inc.