

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Personnel

POLICY # P-2

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SUBJECT: Professional Licensure and Credential
Verification

EFFECTIVE DATE: April 2011
SUPERCEDES DATE: August 2010

PURPOSE

To provide procedures for insuring current credentials of clinical Health Services staff. For Nursing Staff, refer to policy P-6 "Nursing: Verification of Valid Professional Licenses and Listings".

POLICY

Health professionals, who are employed by the Division of Prisons on a full time basis, or under contractual arrangement, will comply with appropriate state and federal licensure, certification, or registration requirements. Verification of current credentials will be maintained on file at the facility and in the Health Services Office.

As a condition of employment, each employee who is required to maintain a license in accordance to this policy must complete an authorization to release any personnel information to the licensing board upon receipt of notice and/or in connection with an investigation involving practice issues. This authorization will be retained in the employee's personnel file.

PROCEDURE

CREDENTIALS VERIFICATION

For individuals who are seeking employment, a credentials verification form must be completed and submitted to the Health Services Office with the employment package prior to employment. Individuals shall not begin work, unless authorized by the Health Services Office, until completed credentials verification report is on file at the Central Office. For initial employment, copies of the following documents are requested:

I. Physician

All Physicians will be credentialed through a credentialing agency. The following documents will be maintained on file:

- A. North Carolina Medical Board medical license for the current year.
- B. Copies of Board Certification if applicable.
- C. Copy of DEA Certificate.
- D. Proof of Liability Insurance.
- E. Copy of North Carolina Drivers License.

II. Physician Extender

All Physician Extenders will be credentialed through a credentialing agency. The following documents will be maintained on file:

- A. North Carolina Board Medical Board PE license and registration.
- B. Proof of Liability Insurance.
- C. Copy of DEA Certificate
- D. Copy of North Carolina Drivers License.

III. Dentist

- A. North Carolina Board of Dental Examiner license for the current year.
- B. Copy of DEA certificate.
- C. Declaration page of their current liability insurance.
- D. Copy of North Carolina Drivers License.

IV. Medical Record Manager

- A. Copy of diploma from an accredited medical records school.
- B. Copy of the American Health Information Management Association Registration
- C. Copy of North Carolina Drivers License.

V. Pharmacist, Pharmacy Technician

- A. North Carolina Board of Pharmacy license for the current year.
- B. Verification of license status with the North Carolina Board of Pharmacy.
- C. Copy of North Carolina Drivers License.

VI. Clinical Social Worker

- A. North Carolina Social Work Certification and Licensure Board – current license in good standing with no censures
- B. Copy of North Carolina Drivers License.

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VII. Psychologist

- A. Licensure by the North Carolina Psychology Board – current license in good standing, or eligible for licensure and in process of obtaining licensure as required by the Board of Psychology with no active censures nor denials of licensure. Applicants for licensure are allowed to work as psychologists under close supervision by the Board of Psychology during this period of application and testing.
- B. Copy of North Carolina Drivers License

VIII. Recreational Therapist

- A. Licensure by the North Carolina Board of Recreational Therapy – current license in good standing
- B. Copy of North Carolina Drivers License

RENEWAL VERIFICATION

At the end of each calendar year, the following documents must be provided by the clinician to the Mental Health Services Central Office;

- I. Clinical Social Worker
North Carolina Work Certification and Licensure Board, renewal license for current year, if renewed.
- II. Psychologist
North Carolina Board for Psychology License Renewal Card for current year, if renewed.
- III. Recreational Therapist
North Carolina Board of Recreational Therapy renewal license for current year, if renewed

At the end of each calendar year, the following documents must be received by the Health Services Office;

- I. Physician:
 - A. North Carolina Medical Board license registration for current year, if renewed.
 - B. DEA Registration Card, if renewed.
- II. Physician Extender:
 - A. North Carolina Medical Board license registration for current year, if renewed.
 - B. DEA Registration card, if renewed.
- III. Dentist:
 - A. North Carolina Board of Dental Examiners license for current year, if renewed.
 - B. DEA Registration Card, if renewed.
- IV. Pharmacist
North Carolina Board of Pharmacy license for the current year.
- V. Medical Record Manager III
Copy of current AHIMA registration

At the end of each calendar year, the following documents must be received by DOC Central Pharmacy

- I. Pharmacist
North Carolina Board of Pharmacy license for the current year.
- II. Pharmacy Technician
North Carolina Board of Pharmacy license for the current year.

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EXPIRED CREDENTIALS

No healthcare professional requiring licensure or certification to work, will work for DOP Health Services when license is expired or revoked. Clearance for work may be given only by the Director of Health Services or the Director of Mental Health Services during the credentials verification process for medical providers.



4/15/11

Paula Y. Smith, MD, Director of Health Services

Date

SOR: Directors of Dental, Medical Records, Pharmacy Services and Mental Health; Deputy Medical Director