

CNO Monthly Sanction Tracking

Humana

Humana Standard and Procedure

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| Creation Date: | 01/04/2018 | Accountable Dept: | CNO Credentialing |
| Last Revised Date: | 09/24/2021 | Business Domain: | 02 Governance and Compliance |
| Last Review Date: | 09/24/2021 | Business Area: | 13.01 Credentialing/Accreditation |

Standard: Credentialed Providers

Purpose:

To define the steps for the Credentialing Department to follow when tracking monthly sanctions for all credentialed providers.

Procedure: Credentialing Current Monthly Sanction Tracking

Narrative:

The Licensure and Credentialing Department tracks sanction information based on monitoring of Practitioners including but not limited to: Quality Controls, Complaint Tracking and Physician Oversight and/or Audits. Providers are enrolled in the National Practitioner Data Bank (NPDB) Continuous query for one year which provides ongoing monitoring of sanction and limitations on licensure. The NPDB alerts us of any state sanctions, restrictions on licensure or limitations on scope of practice and verification of Medicare and Medicaid sanctions. Once an alert is issued, reports are printed and providers file is pulled for review by the Senior Credentialing Professional/Credentialing Committee Chair.

Definitions: N/A

Related Websites:

[Medicare Opt/Out - - November, 2019 we implemented a new process that is done using a batch via VLOOKUP. CMS monthly list \(https://data.cms.gov/opt-out-affidavits\) and current active clinicians list](#)

[National Practitioner Data Bank - PDS Continuous query](#)

[Office of the inspector General \(OIG\) - Batch via eVIPs](#)

[System for Award Management \(GSA/SAM\) - Batch via eVIPs](#)

[Preclusion List](#) – Implemented November, 2020. This is verified at Initial and also at Recredentialing cycles. (The ongoing monitoring is being covered by the Privacy office for employed associates and accounts payable for contracted).

(X:\CMS_Preclusion_Lists)

[Link to Humana Policy for employee ongoing monitoring:](#)

<https://dctm.humana.com/Mentor/Web/v.aspx/IneligiblePersonsEntitiesScreeningRequirements?chronicleID=09000929820438b6&dI=&searchID=km-search-link&row=0>

Credentialing Monthly Sanction Review:

Effective August 13, 2021 after reverifying, updating and uploading verifications to eVIPS for all potential matches there will be a second review of 10% which will be done by the Senior Credentialing Professional. This task is created and signed off in our Credentialing folder on Teams.

Creating Sanction Review Task

- Login to Teams
- Click on Teams
- Go to Licensing and Credentialing
- Click on Credentialing
- Click on Files
- Click on Monthly Sanction Review
- Add Task
- Notes (Monthly OIG/SAM Review)
- Assign (Senior Credentialing Professional)
- Set Due Date
- Assign Date
- Go to Schedule
- Click on date highlighted on calendar
- Add attachment with Sanction report
- Add Comments
- Click on send (this will send an alert to who it is assign to)
- Senior Credentialing Professional will review 10% of the Potential Matches in eVIPS from the spreadsheet
- Go to eVIPS
- Search for provider
- Click on the sanctions tap
- Search for information entered and Images uploaded for the current month for each provider being audited
- Once complete sign off in Teams

Procedure: Expired License

Description:

| Step: | Responsibility: | Action: |
|-------|-----------------------------------|---|
| 1 | Senior Credentialing Professional | Reports are run monthly to track upcoming expiration of licensures |
| 2 | Evips-Workflow | Emails are sent to clinicians 60, 30 and 14 days prior to expiration |
| 3 | Credentialing Professional 1 | Once license is renewed <ol style="list-style-type: none">Primary Source verifiedUpload and update clinicians eVIPs record |

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