

## **NALTO® Best Practices in Credentialing**

As NALTO® Member Companies, we have agreed to promote sound business practices and maintain the highest standards for our industry. This commitment extends to the intake and verification of the Physician Candidates' (Candidates) education/board certification, work, and professional liability histories. The guidelines below are best practices and not requirements prescribed by NALTO. ®

### **INTAKE INFORMATION**

The intake documentation collected and verified on a Physician Candidate should include:

- Candidate's current CV with education, training and work history with dates indicated in a month/year format
- Completed and signed Application
- Current Professional References (see below)
- Copies or Verifications of:
  - State Licenses
  - DEA and CDS (as applicable by state)
  - Medical Education and Training Certificates
  - OIG and/or SAM Queries
- IRS Form W9 – completed and signed

Have a process in place to not just collect these items from the Physician Candidates, but also to verify each document as appropriate.

### **APPLICATION**

Every NALTO® Member Company should have their own Physician Candidate Application that includes:

- Full legal name/ address/ contact information
- Date of Birth and Social Security Number (for verification of credentialing elements)
- Medical Education and Training with dates in a month/year format
- Board Certification(s) and status

- Disclosure Questions, with requirement to explain any "Yes" answers
- Explanations of Past or Present Medical Malpractice Claims
- Work History with dates in month/year format with explanation of gaps
- Hospital Affiliations with dates in month/year format
- Licenses – including active and inactive
- DEA/CDS certificates
- Attestation Statement, Consent/Release with signature and date

## **REFERENCES**

References should be collected on Physician Candidates.

- References should be from peers that can attest to the Candidate's clinical abilities, interpersonal and communications skills and professionalism.
- Should have worked with provider within the past 24 months.
- Both written and verbal references are acceptable. NALTO member company should obtain directly from reference themselves whenever possible.