



Physician Qualification Overview

1. The physician must hold a valid license as a Doctor of Medicine or a Doctor of Osteopathy in the State of New York, Vermont, and/or Massachusetts. License must be in good standing, free of restrictions and without probationary status.
2. The physician must have a current Federal Narcotic Prescription Number (DEA). Exemption from this requirement will be considered for physicians practicing as radiologists or pathologists, or on a case-by-case basis. However, any physician who intends to write **any** prescription for a CDPHP[®] member **must** have a DEA number.
3. The physician must attest in the application that he/she maintains current malpractice liability coverage in the amount of at least \$1.3/\$3.9 million.
4. The physician must provide a copy of a current resume or curriculum vitae at the time of initial credentialing.
5. **Effective June 1, 2007**
All physicians who completed training after December 31, 1999, must be board certified in the specialty that is relevant to their scope of practice.
 - **Certification** must be achieved within five years of completion of training. Certification must be by the American Board of Medical Specialties (ABMS), American Osteopathic Association (AOA), or equivalent Canadian Boards.
 - Maintenance of certification (MOC) is expected of all applicants, and will be evaluated at the time of each recertification cycle.
6. All CDPHP participating physicians must maintain medical staff privileges in a hospital having contractual arrangements with the Plan. In addition, the physician must agree to inform CDPHP of any substantial change in clinical privileges at any time during his/her participation with the Plan. Exemption from medical staff membership requirements will be granted to physicians practicing as radiologists or pathologists, or on a case-by-case basis.
7. If an exemption from medical staff privileges is granted, per #6 above, CDPHP will require the following:
 - **Documentation** of CME credits consistent with MSSNY requirements, 50 credit hours per year. Evidence of compliance is required through copies of certificates or satisfactory documentation, i.e., transcript format.
 - Certificate of current health from primary care physician (PCP) or licensed allied health care professional. Certificate must be within a year from request date, and cannot be from a health care professional within the same practice site.
 - Documentation of board certification (per #5 above).
8. CDPHP reserves the right to request letters of reference. If requested, the physician must submit two letters of reference from individuals who are engaged in similar professional endeavors and who are **not** in practice or partnership with the applicant. References from CDPHP participating physicians are preferred.
9. Practice site assessment: A practice site evaluation may be required, including medical record keeping practices and appointment access studies for potential PCPs and obstetrician/gynecologists (OB/GYNs) prior to review by the credentials committee. All identified sites are assessed.
10. The physician must complete a credentialing application that documents his/her background, experience, training, demonstrated competence, reputation, ability to work with others and adherence to the ethics of his/her profession, in order to help ensure that any patient treated by the physician will receive high-quality medical care.

11. The physician must agree to abide by all rules and regulations set forth in the bylaws, administrative manuals, and provider agreements, and to abide by the Principles of Medical Ethics of the American Medical Association or the American Osteopathic Association.
12. Applicants still in residency and/or fellowship programs are not eligible for Plan participation. The credentials committee reserves the right to review and consider applicants for approval who are in fellowship training programs on a case-by case basis.
13. In order to comply with the Federal Clinical Laboratory Improvement Amendments (CLIA) of 1988, **all** laboratory-testing sites must have a CLIA certificate of waiver or CLIA certificate of registration to legally perform testing. The physician must provide CDPHP with a photocopy of his/her CLIA certificate, if applicable.