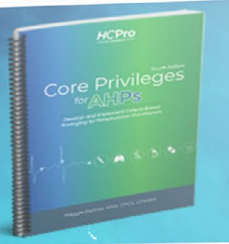


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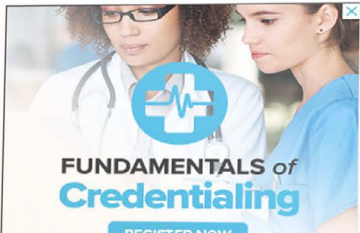
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Journal - Volume 30 Issue 3
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*The #1 resource for
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User Manual

Welcome

Thank you for becoming a member!

Welcome to Credentialing Resource Center. You've just subscribed to the premier destination for credentialing, privileging, and peer review expertise.

This comprehensive website provides you with a collection of continuously updated tools, best practice strategies, timely industry news, and compliance tips developed by industry experts.

This user guide is designed to help you get the most out of your Credentialing Resource Center membership. Use this quick reference tool to find just what you're looking for when you need it the most.

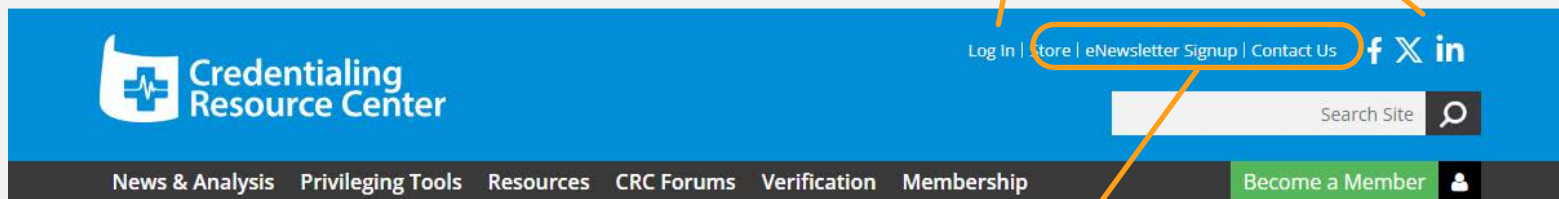
Let's get started!



Getting Started—The Website

Simply go to credentialingresourcecenter.com, select **Log In**, enter the unique username and password you created at purchase and begin accessing the Credentialing Resource Center features available with your membership!

Did you know HCPro hosts a **Medical Staff & Credentialing Professionals** group on LinkedIn? Click this link and sign-up today!



These quick links take you to the HCPro store, a SignUp page for the **free** *Credentialing Resource Center Digest eNewsletter*, and our Contact Us page in case you'd like to call or email us with comments, questions or if you need support.

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Once you've signed into Credentialing Resource Center, access your account page to verify your subscription/ membership level, expiration date, global username, and email address. You also can complete your **Global Profile** and upload your photo so your colleagues will know who you are.

Click on green person icon the and select **My Account** to access your account page.

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The Dashboard

Credentialing Resource Center’s website dashboard highlights **Featured Articles** from our flagship publications: *Credentialing Resource Center Journal*, *Medical Staff Briefing*, and *Credentialing Resource Center Digest*.

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The Northern District of Illinois Western Division Court (the “Court”) denied a medical school’s motion to dismiss a claim against it for sexual...

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Physician leadership tips

Credentialing Resource Center Digest

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NY physician charged with second-degree murder for opioid prescribing practices

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New York Physician George Blatti, MD, is facing second-degree murder charges after his prescribing practices allegedly led to the deaths of five...

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The two most important medical staff committees in the credentialing process are the medical executive committee (MEC) and the credentials...

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Credentialing Resource Center Journal - Volume 30 Issue 3

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Physician Assistant Clinical Privileges—Pediatrics

Transesophageal Echocardiography - Privilege Request Form

Transesophageal echocardiography - Procedure 45

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Sample interview questionnaire

How credentialing staff can better prepare for emergency situations: Valuable lessons learned during COVID-19

Creating KPIs for Credentialing Data Management

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PRIMARY SOURCE VERIFICATION DIRECTORY

Access a directory of contact information and primary source verification request procedures for more than 5,300 organizations.

[Access Now](#)

Featured Privileging Tools that include select Clinical Privilege White Papers and Core Privileging Forms

Featured Resources that include select Sample Forms

The Credentialing Source Directory includes contact information on thousands of primary verification sources

News & Analysis

The **News & Analysis** tab houses articles created with insight from experts in the field, including medical staff and credentialing professionals, medical staff leaders, and medical staff lawyers.

Hover over the tab for quick links to **Full Publications** of our premier newsletters and view articles from current and previous issues of these information-packed resources! The specific publication pages include an Issue Browser, allowing you to see articles for a particular issue of *Credentialing Resource Center Journal*, for example.

Click the **News & Analysis** tab for a homepage of All Articles. The News & Analysis homepage allows you to narrow your results by toggling to the **News or Analysis** tab, selecting a specific **Category** or running your own **Custom Search**.



Click any hyperlinked article headline to read it and be sure to select the star symbol next to the headline if you'd like to save it to your My Content tab.

Privileging Tools

The **Privileging Tools** tab provides access to a growing library of **Clinical Privilege White Papers**, **Core Privileging Forms**, and **Quick Reference** tools.

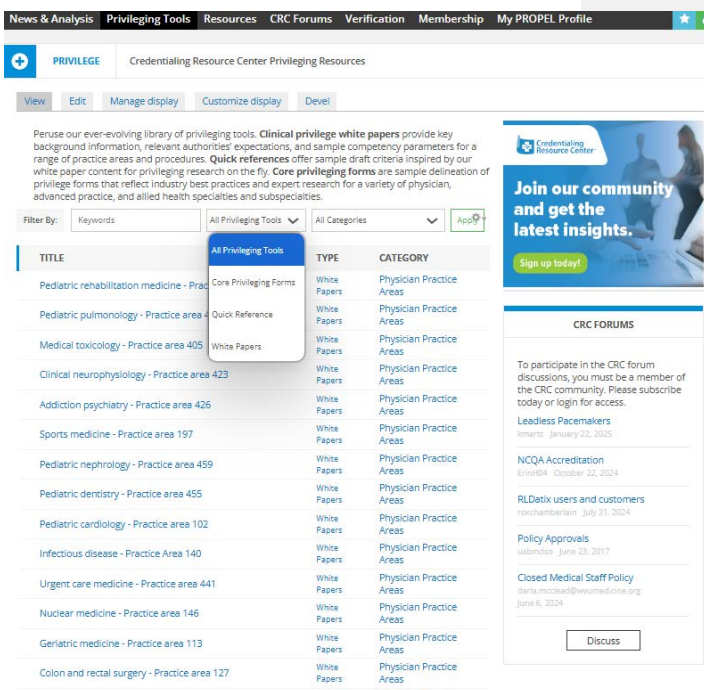
Hover over the tab for quick links to specific tool types or click the tab for a homepage of **Privileging Resources** where you can filter the search by Keyword, Privileging Tool type and/or by the following Categories:

- Procedures
- Physician Practice Areas
- AHP Practice Areas

Clinical Privilege White Papers provide key background information, relevant authorities' expectations, and sample competency parameters for a variety of practice areas and procedures.

Core Privileging Forms are sample delineation of privilege forms that reflect industry best practices and expert research for a variety of physician, advanced practice, and allied health specialties and subspecialties.

Quick References offer sample draft criteria inspired by our white paper content for privileging research on the fly!



Resources

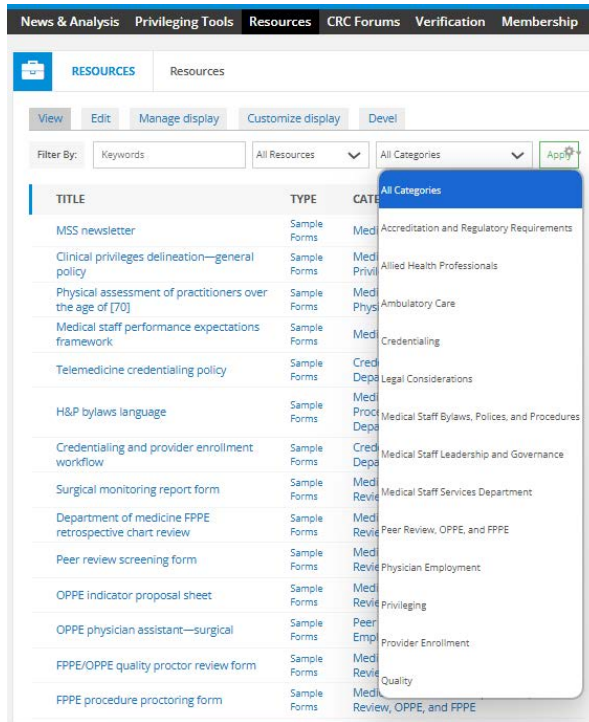
The **Resources** tab is your gateway to content such as **Sample Forms**, **Pre-recorded Webinars**, and **eBooks**! Search for resources by Keyword, Resource Type, or by Categories like: Accreditation and Regulatory Requirements; Peer Review, OPPE and FPPE; Provider Enrollment; and Quality.

MSP Salary Survey Report

Key findings and analysis regarding compensation rates, essential duties, and other workplace trends shaping the careers of MSPs across the industry.

Encyclopedia

On-the-go reference packed with easy-to-digest credentialing and privileging terms, definitions, and guidance to keep MSPs and medical staff leaders in the know and at the top of their game.



Directory

The **Credentialing Source Directory** provides listings to help you quickly and easily send credentialing verification requests. Search here for access to contact information and guidelines for obtaining verification from primary sources. The directory includes contact information for primary verification sources including, schools, educational programs, hospital medical staff offices, and specialty boards.

Don't forget to add your organization's information to the directory! [Click here](#) to add/update your listing.

HCPPro

Contact Information:

Address:	35 W. Wacker 16th Floor	Contact Name:	Karen Kondilis
City:	Chicago	Phone Number:	800-650-6787
ZIP code:	60601	Email:	karen.kondilis@hcpro.com
State:	IL	Website:	http://www.credentialingresourcecenter.com

Verification Information

Organizations Type:	Professional Organizations	Verification Type:	Verification of work history
Parent Organizations:	AHIMA		

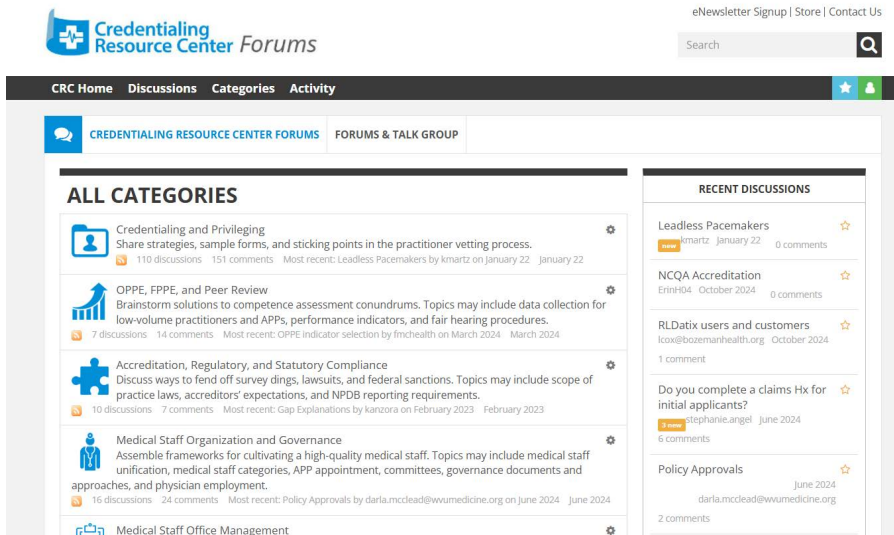
They require physician /provider-signed releases in order to release information.
 Yes No

Preferred format(s) of verification requests?	Format	Preferred	Yes	No
	Email		✓	
	Via Website		✓	
	Mail			✓
	Telephone			✓
	Fax			✓

Extra instructions: Please send all online requests through www.credentialingresourcecenter.com

Forums

CRC Forums are a modern platform for swapping field-tested tips, tools, and lessons learned on a range of hot industry topics. Jump right in and network with your colleagues, start a discussion, provide feedback on an existing discussion thread, or search for discussions in the categories that are most relevant to you!



Membership

The **Membership** tab answers the how, who and why of your CRC experience. Hover over the tab for quick links to specific pages like Membership Benefits, a comprehensive overview of CRC's Basic, Platinum, and Platinum Plus membership benefits.

Learn more about the **Credentialing Resource Center Team**, including the experts that make up CRC's **Boards and Committees**.

Are you looking to advance your organization's credentialing practices? Visit the **Medical Staff Advisory Services** page to learn more about *PROPEL*, a premier training solution and problem-solving community for medical staff leaders.

The screenshot shows the website's navigation bar with the 'Membership' tab highlighted. A dropdown menu is open, showing options like 'Membership Benefits', 'Member Testimonials', 'CRC Team', 'Boards and Committees', 'Medical Staff Advisory Services' (highlighted with a callout), 'FAQs', and 'Sponsorship'. The main content area features a video titled 'Credentialing Resource Center Explainer' and a section for 'The #1 resource for MSPs and medical staff leaders!'. Below this is a table of membership levels and their benefits.

You can navigate Membership using the menu on the left too. Have questions? Check out the FAQs page.

	BASIC	PLATINUM	PLATINUM PLUS
CREDENTIALING RESOURCE CENTER JOURNAL AND MEDICAL STAFF BRIEFING: Weekly article releases and monthly roundups, plus a full searchable archive	☑	☑	☑
CREDENTIALING & PEER REVIEW LEGAL INSIDER: Full searchable archive of hundreds of articles	☑	☑	☑
FULL ACCESS TO OUR MSP SALARY SURVEY REPORTS, including data breakdowns and expert analysis	☑	☑	☑
CLINICAL PRIVILEGE WHITE PAPERS: Key background information, requirements and guidelines, plus insights from active physicians and medical staff leaders, and sample competency parameters	☑	☑	☑
EXCLUSIVE REGISTRATION DISCOUNT ON THE CRC SYMPOSIUM, our annual education event	☑	☑	☑
CRC FORUMS & CAREER CENTER: Connect with professionals and browse new career opportunities	☑	☑	☑
CORE PRIVILEGING FORMS: Customizable, criteria-based forms that reflect industry best practices and expert research for physicians, advanced practice, and allied health specialties and subspecialties	Limited Access	☑	☑
CREDENTIALING ENCYCLOPEDIA: Easy-to-digest credentialing & privileging terms, definitions, and guidance	☑	☑	☑
PRIMARY SOURCE VERIFICATION DIRECTORY: Contact information and verification request procedures for 5,000+ orgs	☑	☑	☑
TOOLS & FORMS: Field-sourced materials endorsed and annotated by CRC's Tools & Forms Committee	Limited Access	Limited Access	☑
WEBINAR LIBRARY: Expert-led programs that cover salient issues and feature actionable guidance	☑	☑	☑
EBOOK LIBRARY: Collection of how-to guidance on medical staff governance, peer review, credentialing, and privileging	☑	☑	☑

Credentialing Resource Center Digest

Don't forget to sign up for the *Credentialing Resource Center Digest* eNewsletter. This publication delivers news, tips, and strategies for credentialing and privileging right to your inbox three times a week!

Don't forget to add **credentialing-resource-center-digest@e.news.hcpro.com** to your safe sender list!



Featured Content

[Tip: Consider including APPs on medical staff committees](#)

Committees such as medical executive, credentials, and peer review have traditionally been composed of physician members and administrative representatives. However, your facility may choose to extend committee membership to non-physician practitioners. The following are some questions that should factor into this decision.

[CRC members save on NPE & CRC Virtual Experience registration!](#)

Perfect for those new to the field or with years of experience, the NPE & CRC Virtual Experience is a four-day event that brings together the annual Provider Enrollment Forum Symposium. This April, join us involved in credentialing, and receive expert guidance on how to ensure practitioners are properly vetted and network with your peers



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MSPs and medical
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