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| **Figure 3.16** | | **Sample Expirable Item Verification Table** | |
| **Element** | **To verify** | | **Follow-up** |
| State licensure | Ongoing contact with state medical board (including review of website and verbal contact) regarding licensure actions, with documentation.  MSP notifies state medical board of mem- bers and medical license/registration numbers one month before expiration. State verifies number and indicates current status, expiration date, and limitations/actions. | | Follow bylaws for suspension rules if ac- tion has been taken against license/reg- istration. Report to review committee.  If license/registration expires, privileges are automatically suspended in accordance with bylaws and reported to review committee. |
| Federal DEA registration | One month prior to expiration, notify appli- cant of need to submit evidence of current registration.  Check copy of certificate to ensure that it is current and that there are no restrictions to schedules. | | Follow bylaws for suspension rules if ac- tion has been taken against license/reg- istration. Report to review committee.  If license/registration expires, privileges are automatically suspended in accordance with bylaws and reported to review committee. |
| State controlled substance registration | One month prior to expiration, notify appli- cant of need to submit evidence of current registration.  Check copy of certificate to ensure that it is current and that there are no restrictions to schedules. | | Follow bylaws for suspension rules if ac- tion has been taken against license/reg- istration. Report to review committee.  If license/registration expires, privileges are automatically suspended in accordance with bylaws and reported to review committee. |
| Professional liability coverage | One month prior to expiration, notify appli- cant of need to submit certificate. Review certificate for changes in coverage to ensure that there is an acceptable carrier and acceptable coverage limits, and that the certificate includes privileges granted. | | Follow bylaws for suspension rules if ac- tion has been taken against license/reg- istration. Report to review committee.  If license/registration expires, privileges are automatically suspended in accordance with bylaws and reported to review committee. |
| ACLS, BLS, ATLS  certifications | Notify applicant prior to expiration.  Update files. | | Notify appropriate review bodies if expi-  ration will affect clinical privileges. |
| Board certification | Update files. | | Notify appropriate review bodies if expi-  ration will affect clinical privileges. |