

Request for Records Disposition Authority

Records Schedule Number DAA-0513-2018-0002

Schedule Status Approved

Agency or Establishment Indian Health Service

Record Group / Scheduling Group Records of the Indian Health Service

Records Schedule applies to Agency-wide

Schedule Subject Medical Staff Credentialing and Privileging Records

Internal agency concurrences will be provided No

Background Information

The Office of Clinical and Preventive Services (OCPS) is responsible for national health professional recruitment, health program implementation, risk management, emergency services, and management of several grant programs for the Indian Health Service (IHS). It includes the following divisions: Behavioral Health, Diabetes Treatment and Prevention, Nursing, Oral Health, Clinical and Community Services, and the Improving Patient Care Program.

The records profiled in this schedule are created to meet the medical staff credentialing and privileging standards of a nationally recognized accrediting/certifying body such as the Joint Commission (TJC), the American Association for Ambulatory Health Care (AAAHC), or the Centers for Medicare and Medicaid Services (CMS). Credentialing is the process of assessing and confirming the qualifications of a health care practitioner's background and credentials. It is a process that includes collecting and verifying information about a practitioner. Privileging is the process that health care organizations employ to authorize practitioners to provide specific services to their patients. The facility's credentials committee makes recommendations pertaining to the practitioner's clinical privileges and/or medical staff membership. Authority to grant clinical and/or medical staff membership is the domain of the facility's governing body.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0513-2018-0002

Sequence Number	
1	Medical Staff and Credentialing and Privileging Records
1.1	Successful applicants. Disposition Authority Number: DAA-0513-2018-0002-0001
1.2	Unsuccessful applicants. Disposition Authority Number: DAA-0513-2018-0002-0002

Records Schedule Items

Sequence Number																			
1	<p>Medical Staff and Credentialing and Privileging Records This series consists of case files documenting the initial and recurring credentialing and privileging process of medical staff who apply to provide patient care services in IHS healthcare facilities. Medical staff eligible for this opportunity includes physicians (i.e., medical doctor (M.D.)), osteopathic doctor (D.O.), dentists, and other health care professionals including, but not limited to, clinical psychologists, optometrists, podiatrists, pharmacy practitioners, social workers (MSW), physician assistants, nurse practitioners, nurse anesthetists, and nurse midwives. Records include correspondence, applications for appointment and reappointment to the medical staff and/or clinical privileges which contain personally identifiable information, name of medical or professional school attended, verification of practitioner training, licensure, experience, expertise, and Drug Enforcement Agency (DEA) registration, National Practitioner Data Bank (NPDB) queries, reference letters, reevaluation data (i.e., reassessment of physician competency) and other information including, but not limited to liability claims, denial of medical privileges, sanctions, loss or suspension of professional licensure, and crimes against children. Also included are minutes of meetings of the Governing Body, Executive Committee of the Medical Staff or its equivalent, general staff meetings related to the Credentialing and Privileging process and quality assurance files specific to medical staff members.</p>																		
1.1	<p>Successful applicants.</p> <table border="0"> <tr> <td data-bbox="329 1229 682 1266">Disposition Authority Number</td> <td data-bbox="751 1229 1141 1266">DAA-0513-2018-0002-0001</td> </tr> <tr> <td data-bbox="329 1300 532 1336">Final Disposition</td> <td data-bbox="751 1300 906 1336">Temporary</td> </tr> <tr> <td data-bbox="329 1357 472 1393">Item Status</td> <td data-bbox="751 1357 841 1393">Active</td> </tr> <tr> <td data-bbox="329 1415 646 1451">Is this item media neutral?</td> <td data-bbox="751 1415 808 1451">Yes</td> </tr> <tr> <td data-bbox="329 1472 722 1596">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td data-bbox="751 1472 808 1508">Yes</td> </tr> <tr> <td data-bbox="329 1617 695 1706">Do any of the records covered by this item exist as structured electronic data?</td> <td data-bbox="751 1617 808 1653">Yes</td> </tr> <tr> <td data-bbox="329 1727 690 1787">GRS or Superseded Authority Citation</td> <td data-bbox="751 1727 1141 1764">DAA-0513-2014-0001-0001</td> </tr> <tr> <td data-bbox="329 1819 646 1855">Disposition Instruction</td> <td></td> </tr> <tr> <td data-bbox="329 1876 537 1913">Cutoff Instruction</td> <td data-bbox="751 1876 1274 1921">Cut off upon separation of employee.</td> </tr> </table>	Disposition Authority Number	DAA-0513-2018-0002-0001	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	GRS or Superseded Authority Citation	DAA-0513-2014-0001-0001	Disposition Instruction		Cutoff Instruction	Cut off upon separation of employee.
Disposition Authority Number	DAA-0513-2018-0002-0001																		
Final Disposition	Temporary																		
Item Status	Active																		
Is this item media neutral?	Yes																		
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes																		
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GRS or Superseded Authority Citation	DAA-0513-2014-0001-0001																		
Disposition Instruction																			
Cutoff Instruction	Cut off upon separation of employee.																		

1.2

Retention Period	Destroy by witness disposal 10 years after employee separates from agency.
Additional Information	
GAO Approval	Not Required
Unsuccessful applicants.	
Disposition Authority Number	DAA-0513-2018-0002-0002
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	DAA-0513-2014-0001-0002
Disposition Instruction	
Cutoff Instruction	Cut off upon non-selection or rejection of applicant.
Retention Period	Destroy by witness disposal 3 years after non-selection or rejection of applicant.
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/11/2018	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
08/28/2018	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
10/24/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
11/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/05/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist