



National Rural Recruitment And Retention Network (3R Net) Recruitment Information:

The objective of the credential check is to confirm the accuracy of claims made by the candidate in his or her CV and correspondences regarding his or her professional and educational background. The credential check can be conducted before or after the interview. However, by conducting the check after the interview, you have the opportunity to verify claims made by the candidate during the interview. Regardless, check the candidate's credentials early in the process in order to avoid wasting time and resources on unqualified candidates.

The credential check should be conducted by a medical expert on your recruitment committee. You can also hire an independent agency to conduct the credential check for a reasonable fee (approximately \$150), if you feel it would be a better use of your time and money.

If you choose to conduct the credential check yourself, begin the process, by contacting the Board of Medicine in your state. The Board of Medicine can provide instructions on contacting licensing boards in states where your candidates claim to be licensed and on accessing detailed information about candidates from these boards. Once you hear back from these boards, ask the State Board of Medicine whether the candidate has the basic qualifications and record needed for licensure in your state.

Common reasons for rejection of a provider applying for licensure are license revocation in another state, crime, and repeated occurrence of medical or professional wrongdoing. **Too often sites wait until they are actually ready to sign a candidate before contacting the Board of Medicine and then discover that the candidate is unqualified to practice in that state.**

When hiring or granting health care privileges to a health care provider, hospitals are required by the federal Health Care Quality Improvement Act of 1986 to query the National Practitioner Data Bank. The National Practitioner Data Bank collects information about malpractice payments, licensure disciplinary actions, clinical privileging restrictions by hospital and other health care entities, and professional membership restrictions. The purpose of the Data bank is to facilitate peer review and the credentialing of health care providers.

The Data Bank is a source of much controversy among health professionals. Some argue the Data Bank creates problems such as: breaches of confidentiality or reporting errors that may blemish a provider's record. Nonetheless, the Data Bank is a single source for a great deal of credentialing information on candidates that can be accessed for a low fee. The Data Bank is only accessible to hospitals, medical boards, and physicians for their own records.

When conducting a credential or background check, you will want to verify the following information:

Licensure

Sources of Verification:

State Board of Medicine

Boards of medicine in states where the candidate claims he or she is licensed –

Ask these boards if they provide additional professional conduct information on providers licensed in their states.

The National Practitioner Data Bank – Accessible to hospitals, physicians and medical boards.



Undergraduate Education

Sources of Verification:

Registrar's office of the school(s) attended to confirm: candidate's attendance at the school(s), dates of attendance, graduation date and degree area. School(s) may also provide information about the candidate's academic performance, honors, extracurricular activities, etc. Some schools require written authorization from the candidate before sharing student records.

Medical School Education

Sources of Verification:

Registrar's office of the school(s) attended to confirm: attendance at the institution(s), dates of attendance, graduation date and academic record.

Internship

Sources of Verification:

The institution(s) where the candidate claims to have conducted his or her medical internship to confirm: dates of attendance, completion date and any performance records.

Residency Training

Sources of Verification:

The director's office of the residency program(s) attended by the candidate to verify: dates of attendance and completion date, particular areas of training emphasis, such as rural rotations, and academic and professional records.

Board Certification

Sources of Information:

Certifying board for that particular specialty
The Federation of State Medical Boards
State, county or local medical societies

Legal

Sources of Information:

Malpractice Suits – The county clerk at the courthouse in any county where the candidate has practiced.

Driving/Criminal Records – Ask the candidate to obtain and provide you their driving and criminal records – offer to pay any administrative fees.

Credit

Sources of Information:

Credit Bureau – Get the candidate's written permission and social security number.