NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: PRIMARY SOURCE VERIFICATION

NUMBER: NN-HR-48

ORIGINAL DATE: 6/17/10

REVIEW/REVISE DATE:

APPROVAL: Rosalyne Reynolds {s}, Agency Director

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I. PURPOSE

The purpose of this policy is to clarify the process used to complete primary source verification of credentials, education and training of all staff members who provide clinical services to consumers.

II. POLICY

Northern Nevada Adult Mental Health Services completes primary source verification of credentials and education of all clinical staff.

III. REFERENCES:

1. Medical Staff Bylaws 2009
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V. PROCEDURE

A. Medical / contract and State Medical Employees

1. Procedure is defined in Medical Staff By-laws.

B. Other Licensed Professional Staff

1. When the hiring committee for a specific licensure type hosts face-to-face interviews, candidates should provide a copy of the licensure and transcripts or diploma at the time of the interview. The copy of the licensure and educational evidence should be immediately forwarded to Personnel who will begin the verification process for the candidates.

2. When the candidate is hired, Human Resources personnel will enter the licensure/certification information received from the verifying board in the License Verification File.

3. On the last day of every month, Personnel will create a listing of all licenses expiring for that month. A request for verification will be sent to the appropriate licensing Board:

a. Director of HIS: Registered Health Information Technician Certification-Send letter to the AHIMA

b. Marriage and Family Therapist Licensure: Send letter to the Board of Examiners for Marriage and Family therapists and Clinical Professional Counselors

c. Licensed Psychologist: Email a copy of the letter to nbop@govmail.state.nv.us. A copy of the return email and the letter will be retained in the file.

d. Lab Tech 1 and Microbiologist 4: Lab Assistant and Clinical Laboratory Technician Licensure-Go to http://dhhs.nv.gov/Health/hcqc/healthpersonnelquery/ to verify licensure. A copy of the verification will be maintained in the file.

e. Substance Abuse Counselor 2: Licensed Alcohol and Drug Counselors-Send letter to the Board of Examiners for Alcohol, Drug and Gambling Counselors.

f. Mental Health Certifications-Send request to the Education Coordinator

g.Drivers License verification. Send request to employee and their supervisor with a one week due date.

h. Nursing License: Verify licensure at www.nursingboard.state.nv.us. Verify the licensure and place a copy of the verification and license in the file.

i. Social Work: Send letter to the Board of Examiners for Social Workers.

j. Therapeutic Recreational Therapist: Certified Therapeutic Recreational Specialist-verify online at https://www.nctrc.org/verfyform.cfm .

k. Registered Dietician 3 (Registered Dietician Credentialing)-Verify online at http://www.cdrnet.org .

4. The status of license verification/reverification is reported monthly on the Core Leadership Performance Improvement report.