

*The #1 resource for
MSPs and medical
staff leaders!*

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!

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



Log In | Store | eNewsletter Signup | Contact Us |

Search Site **hcpro**

News & Analysis | Privileging Tools | Resources | Networking & Events | Career Center | Membership | **Become a Member**

These quick links take you to the HCPPro 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.

Your Account

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.

Hover here and select **My Account** to access your account page.

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News & Analysis | Privileging Tools | Resources | Networking & Events | Career Center | Membership

SITE DETAILS

Subscription Level Expiration

GLOBAL USERNAME

Username

Current E-mail

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

YOUR GLOBAL PROFILE

Picture

First Name

Last Name

Your Member ID

Please provide this ID when calling customer service

Title

Company

Phone Number

Address Line 1

City

Region

Zip Code

Need Help? Contact Us at 1-800-650-6787

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*.

FEATURED ARTICLES

A sneak peek at the NPE & CRC Virtual Experience
Credentialing Resource Center Digest

This year, the Credentialing Resource Center Symposium and the National Provider Enrollment Forum have teamed up to provide you the best of two...

[Read More »](#)

Illinois District Court: Resident’s claims of sexual harassment can move forward
Credentialing Resource Center Journal - Volume 30 Issue 3

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

[Read More »](#)

Physician leadership tips
Credentialing Resource Center Digest

Physician leaders are not always able to access training before they take on their new role. However, there are a few actions they can take now...

[Read More »](#)

How one physician leader has coped with the pandemic’s challenges
Medical Staff Briefing - Volume 31 Issue 3

In a new series focused on how healthcare professionals are overcoming unique COVID-19 challenges, *Medical Staff Briefing* is sitting down...

[Read More »](#)

NY physician charged with second-degree murder for opioid prescribing practices
Credentialing Resource Center Digest

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

[Read More »](#)

Establish best practices for the credentials committee
Credentialing Resource Center Digest

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

[Read More »](#)

CMS’ notice on Joint Commission surveys could be eye-opener for MSPs
Credentialing Resource Center Journal - Volume 30 Issue 3

In the Federal Register last summer, the Centers for Medicare & Medicaid Services (CMS) made a significant move that impacts Joint Commission...

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FEATURED PRIVILEGING TOOLS



FUNDAMENTALS of Credentialing
REGISTER NOW

Physician Assistant Clinical Privileges—Pediatrics

Transesophageal Echocardiography - Privilege Request Form

Transesophageal echocardiography - Procedure 45

View More Forms

FEATURED RESOURCES

Sample interview questionnaire

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

Creating KPIs for Credentialing Data Management

View Resources

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 **Primary Source Verification Directory** that includes contact information on thousands of primary verification sources

*Your membership may provide access to some or all of this content. Check Membership > Membership Benefits for a breakdown of what content is available at each level

The Navigation Bar

Use the top navigation bar to access:

- **News & Analysis:** access the entire *Credentialing Resource Center Journal*, *Medical Staff Briefing*, and *Credentialing Resource Center Digest* archives
- **Privileging Tools:** access the Clinical Privilege White Papers, Core Privileging Forms and Quick Reference Tools
- **Resources:** access the Sample Forms, Webinars OnDemand, eBooks, Encyclopedia and the latest MSP Salary Survey Report
- **Networking & Events:** find out more about upcoming learning opportunities, including the CRC Symposium
- **Career Center:** post jobs or search new career opportunities
- **Membership Resources:** learn more about what your membership brings, browse the FAQs or get to know the team, boards and committees behind CRC



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Search Site



News & Analysis Privileging Tools Resources Networking & Events Career Center Membership



This is your **navigation bar** – Simply *click* to navigate to News & Analysis, Privileging Tools, etc. or *hover* over each section to see the dropdown submenu so you can navigate directly to that subsection

This is your **My Content** page. All of your saved (★) content will be stored here for quick & easy access. Learn more about saving content on the next page

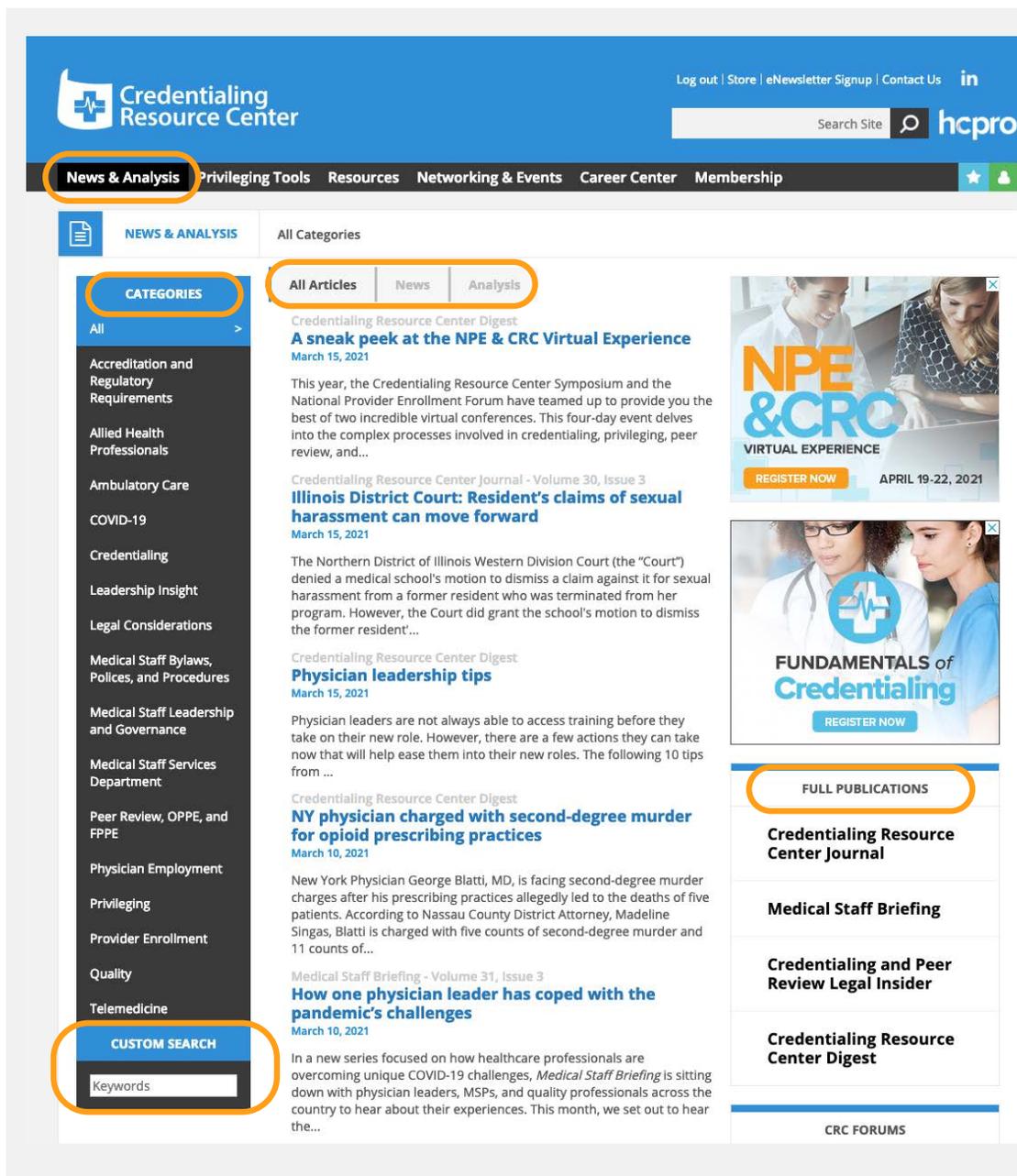
News & Analysis

The **News & Analysis** tab houses full articles created by our team of more than 40 medical staff professionals and leaders, medical staff lawyers, and quality professionals.

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 *Credentiaing 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!

The screenshot shows the Credentiaing Resource Center website. The navigation bar includes 'News & Analysis', 'Privileging Tools' (highlighted), 'Resources', 'Networking & Events', 'Career Center', and 'Membership'. Below the navigation bar, there is a search bar and a 'PRIVILEGE' tab. The main content area features a table of privileging resources with columns for Title, Type, and Category. To the right, there are promotional banners for 'NPE & CRO' and 'Fundamentals of Credentialing', and a 'CRC FORUMS' section with various discussion topics.

TITLE	TYPE	CATEGORY
Physician Assistant Clinical Privileges—Gastroenterology	Core Privileging Forms	
Nurse Practitioner Clinical Privileges—Gastroenterology	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Cardiovascular Medicine	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Pediatrics	Core Privileging Forms	Credentialing, Privileging, AHP Practice Areas
Nurse Practitioner Clinical Privileges—Urology	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Radiology	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Pediatrics	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Neonatology	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Cardiovascular Surgery	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Neurology	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Neurology	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Orthopedic Surgery	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Nephrology	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Primary Care	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Surgery	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Primary Care	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Emergency Medicine	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Dermatology	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Nephrology	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Orthopedic Surgery	Core Privileging Forms	AHP Practice Areas
Nurse Practitioner Clinical Privileges—Psychiatric and Mental Health	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Emergency Medicine	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Dermatology	Core Privileging Forms	AHP Practice Areas
Physician Assistant Clinical Privileges—Critical Care	Core Privileging Forms	AHP Practice Areas

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.

Hover over the Resources tab for quick links to not only the forms, webinars and eBooks, but also the:

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.

Verification Database

Direct contact information and primary source verification request procedures for more than 5,300 organizations!

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.

The screenshot shows the Credentiaing Resource Center website. The navigation bar includes 'News & Analysis', 'Privileging Tools', 'Resources' (highlighted), 'Networking & Events', 'Career Center', and 'Membership'. The main content area is titled 'RESOURCES' and features a search filter and a table of resources. The table has columns for 'TITLE', 'TYPE', and 'CATEGORY'. Below the table, there are promotional banners for 'Fundamentals of Credentialing' and 'NPE & CRO Virtual Experience'. A 'CRC FORUMS' section is also visible on the right side of the page.

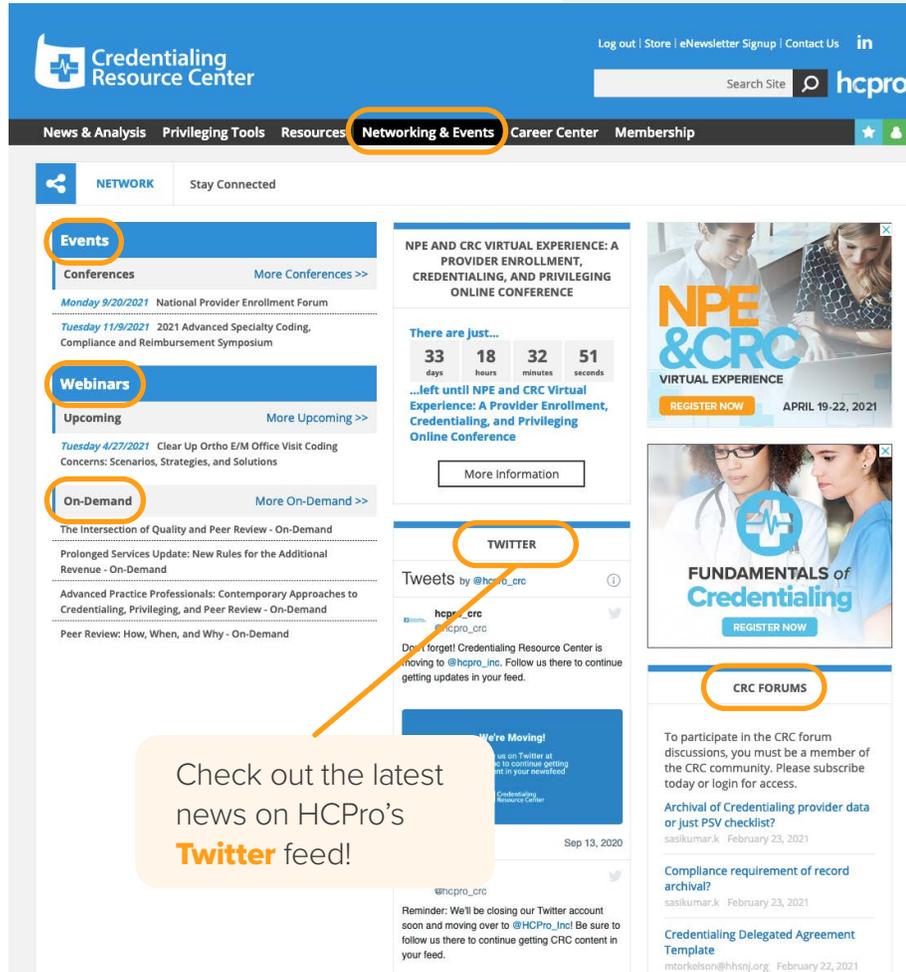
TITLE	TYPE	CATEGORY
Advanced practice professional ongoing professional practice evaluation/competency evaluation form	Sample Forms	Quality, APP Practice Areas
Intended practice plan for advanced practice professionals	Sample Forms	APP Practice Areas
Vaccination policy considerations and sample policy	Sample Forms	COVID-19, Medical Staff Bylaws, Polices, and Procedures
The Intersection of Quality and Peer Review	Webinars	Peer Review, OPPE, and FPPE, Quality
Leader vs. manager tool	Sample Forms	Medical Staff Leadership and Governance
Peer Review Committee Essentials Handbook, Second Edition	eBooks	Medical Staff Leadership and Governance, Medical Staff Services Department, Peer Review, OPPE, and FPPE, Quality
Physician Credentialing: A Guide for Physician Office Staff	eBooks	Credentialing, Medical Staff Services Department
Negligent Credentialing: Strategies for Reducing Hospital Risk	eBooks	Credentialing, Legal Considerations
Sample physical health self-assessment	Sample Forms	Leadership Insight
Key revenue cycle functions	Sample Forms	Medical Staff Services Department
Sample interview questionnaire	Sample Forms	Credentialing
Ongoing medical staff services department report card	Sample Forms	Credentialing, Medical Staff Services Department, Privileging
How credentialing staff can better prepare for emergency situations: Valuable lessons learned during COVID-19	Sample Forms	COVID-19, Medical Staff Leadership and Governance, Medical Staff Services Department, Privileging
Creating KPIs for Credentialing Data Management	Webinars	Peer Review, OPPE, and FPPE, Quality
Aging Practitioners: The Medical Staffs Responsibility to Patients and Late-Career Practitioners	Webinars	Legal Considerations, Medical Staff Bylaws, Polices, and Procedures, Medical Staff Leadership and Governance, Medical Staff Services Department, Peer Review, OPPE, and FPPE, Quality
How prescription drug monitoring programs can help with the opioid epidemic	Sample Forms	Leadership Insight, Medical Staff Leadership and Governance
Case study: To privilege or not to privilege	Sample Forms	Ambulatory Care, Credentialing, Medical Staff Services Department, Privileging
Physician indicators of performance	Sample Forms	Ambulatory Care, Credentialing, Medical Staff Bylaws, Polices, and Procedures, Medical Staff Leadership and Governance, Medical Staff Services Department, Peer Review, OPPE, and FPPE, Privileging, Procedures
Ambulatory clinical privileges request form (family medicine or internal medicine)	Sample Forms	Ambulatory Care, Credentialing, Medical Staff Services Department, Privileging, Quality
Physician Performance Pyramid Model	Sample Forms	Leadership Insight, Medical Staff Bylaws, Polices, and Procedures, Medical Staff Leadership and Governance, Physician Employment, Quality
Sample credentials committee annual report	Sample Forms	Credentialing, Medical Staff Bylaws, Polices, and Procedures, Medical Staff Services Department, Privileging
Sample summary form of applicant's adverse information	Sample Forms	Credentialing, Medical Staff Services Department, Privileging
Sample structured interview form	Sample Forms	Credentialing, Medical Staff Bylaws, Polices, and Procedures, Medical Staff Services Department, Privileging
Physician competency report	Sample Forms	Credentialing, Peer Review, OPPE, and FPPE
Core Privileges for Physicians	Webinars	Privileging
Managing Physician Performance: The Inverted Pyramid Model of Howard Kirz, MD	Sample Forms	Leadership Insight, Medical Staff Bylaws, Polices, and Procedures, Medical Staff Leadership and Governance, Medical Staff Services Department, Quality

Networking & Events

Looking for additional networking, events, or continuing education opportunities? Look no further than our **Networking & Events** tab.

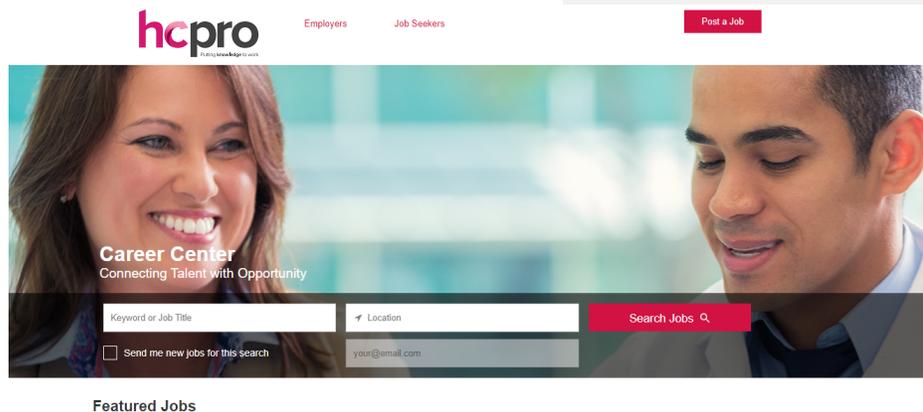
We keep you in the know with a comprehensive listing of our upcoming **Events, Conferences, Webinars,** and **On-Demand** learning opportunities. Quick links allow you to learn more about your selection, register, or pay for events online.

CRC Forums are located on the right side of this and many other pages within the Credentialing Resource Center. 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!



Career Center

The **Career Center** offers members the opportunity to post jobs or search for new job opportunities! Job seekers can search by organization type, state, or job function.



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.

MEMBERSHIP

- Membership Benefits
- Member Testimonials
- CRC Team
- Boards and Committees
- Medical Staff Advisory Services**
- FAQs
- Sponsorship

Membership Benefits

The #1 resource for MSPs and medical staff leaders!

The Credentialing Resource Center (CRC) is the premier destination for credentialing, privileging, and peer review expertise. Membership offers medical staff leaders with a variety of strategies, and three membership levels to support your education and professional growth in the trenches are...

Membership level?

View the highlights of each membership level at the following links:

- CRC Basic
- CRC Platinum
- CRC Platinum Plus

Click here to see a full-sized version of the below image

	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 physician, 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	☑	☑	☑

CRC FORUMS

To participate in the CRC forum discussions, you must be a member of the CRC community. Please subscribe today or login for access.

Archival of Credentialing provider data or just PSV checklist?
sasilmarm.k February 23, 2021

Compliance requirement of record archival?
sasilmarm.k February 23, 2021

Credentialing Delegated Agreement Template
mtorkelson@hhsnj.org February 22, 2021

Centralized Medical Staff Office
vmsah January 11, 2017

PA and endoscopy
tlickey January 14, 2021

[Discuss](#)

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 non-physician practitioners are properly vetted and network with your peers



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*The #1 resource for
MSPs and medical
staff leaders!*

