

## EXCELSIOR MEDICAL IPA, PLLC APPLICATION PROCESS OVERVIEW

In order to apply for membership in and to be credentialed by Excelsior Medical IPA, PLLC each Licensed Independent Provider must submit a completed, signed and dated “Physician Application Form”, a “Physician Agreement”, and a “Statement of Authorization, Release and Attestation”, absent any of which no application or credentialing will be undertaken.

Requests for application forms may be made in writing or by telephone, and must include such information as EMIPA may solicit in order to facilitate adequate consideration. Application forms are also available for download from the EMIPA’s website ([www.excelsioripa.com](http://www.excelsioripa.com))

Requests for application forms may be presented initially to the EMIPA’s Chairman, who will decide how to proceed.

EMIPA is under no obligation to consider any particular practitioner merely because (s)he wishes to apply. Accordingly, EMIPA may grant or deny an application form, or accept or decline an applicant, for any lawful reason, including but not limited to business needs or strategies.

If the Chairman determines that it would be in EMIPA’s interests to entertain an application from the requesting practitioner, based on EMIPA’s business needs and strategies, the background and qualifications of the practitioner as initially described, and other relevant factors, the Chairman may issue an application form. Alternatively, the Chairman may defer acting on the request pending consultation with the Board of Directors; or Chairman may decline the request for an application form, outright.

The practitioner will be given written notice of the reason(s) for and an opportunity to seek review of the denial by submitting a written statement or appearing at a meeting. The procedure will be determined by the Chairman, and will be informal. Final decisions following appeals will be made by the Board of Directors, and issued in writing.

To apply for membership and credentialing the applicant must:

- Contact an EMIPA representative to obtain an application package containing all needed forms, a list of required documents, informational material on EMIPA and HMO contracts details
- Review the credentialing standards to determine if they meet the minimum qualifications for credentialing
- Complete, sign and date the “Physician Application Form”
- Complete, sign and date the “Statement of Authorization, Attestation and Release”
- Complete, sign and date the “Physician Agreement”
- Attach to the application copies of all required documents (see section “Required Documentation and Credentials”)
- Make sure any “yes” responses on the Personal Questionnaire section of the application are explained in detail on an attached page

- Use the checklist at the end of the application to ensure the application package is complete
- Submit the application package to the following address:  
Excelsior Medical IPA, PLLC  
93-20A Roosevelt Avenue, Suite 2A  
Jackson Heights, NY, 11372

### **Required Documentation and Credentials**

The credentials and documentation required from the applicant include but are not limited to:

- State medical license
- State Registration Certificate
- DEA certificate
- Medical school diploma or equivalent
- ECFMG Certificate (if applicable)
- Post-graduate training and medical specialization certificates
- Specialty Board Certificate
- Infection Control Training Certificate
- Certificate of malpractice insurance
- History of professional liability claims
- Personal statement of fitness with reasonable accommodations
- Questionnaire about disciplinary action, privilege restrictions, criminal violations, controlled substance violations, professional liability claims that resulted in settlements or judgments paid by or on behalf of the practitioner
- Curriculum vitae including a 5-year work history
- Hospital Affiliation/Privileges letters or equivalent
- IRS form W9

### **Initial Application Review Process**

Upon receipt of the application, the credentialing staff performs the following: The application is reviewed for completeness. A letter confirming receipt of the application is mailed to the provider within fifteen (15) business days of receipt. If the application package is incomplete, the missing information is requested from the provider within fifteen (15) business days of receipt of application. If the requested information is not received within thirty (30) days of the request, the application package is returned to the provider.

Once a complete application package is received the information and documents provided are verified with the primary sources of the data.

### **Applicant's Responsibilities**

Applicant is responsible for timely completion of the Application, providing all requested information, and disclosing all facts that a credentialing entity would consider in making a reasonable credentialing decision. Applicants must inform EMIPA of any material change to the information on the Application including but not limited to: any change in staff privileges, prescribing ability, accreditation, ability to perform professional duties, change in OIG sanction or GSA debarment

status or Material Restrictions on licensure. Failure to inform EMIPA immediately of a status change is a violation of this credentialing plan and the Participation Agreement, and may result in immediate termination of EMIPA's application process.

Furthermore, Applicants must agree to participate in the practice of medicine in a managed care environment and be willing to cooperate with EMIPA's administrative procedures and other matters.

Failure of the applicant to meet the burden required herein will constitute voluntary withdrawal of the application, and the application will not be processed. Such withdrawal will create no rights to a hearing or an appeal.

If the application cannot be declared complete within 120 days of its submission, the application will be deemed to be withdrawn, and the Credentialing Staff will notify the applicant.

### **Site Visits**

EMIPA requires office site evaluations for the PCPs applying for membership and initial credentialing. Site visits may be performed by EMIPA credentialing staff trained for this purpose or by personnel from delegated entities. In cases in which site visits are performed by delegated entities, the visits will be coordinated, performed and evaluated directly by such entities.

The initial site visit is conducted during the time of primary verification of credentials, and prior to the presentation of the applicant's file to the Credentialing Committee. A site visit will also be required for any new practice location for an already credentialed physician member.

The site visit includes an assessment of a number of criteria for which EMIPA has set out acceptable performance standards. These include:

Appointment Availability

Physical Accessibility

Physical Appearance

Medical Storage and Safety

Medical Record Keeping Practices, Storage and Confidentiality

### **Credentialing**

Applicants whose application is deemed to be complete and who meet all the membership criteria for participation, are then submitted to the credentialing staff and to undergo the credentialing process necessary to be considered for membership participation and active credentialed status by the Credentialing Committee.

### **Confidentiality of Credentialing Activities**

All credentialing information obtained by EMIPA from the physician or any other outside source remains confidential. Any individual engaged in credentialing activities will maintain the confidentiality of all information collected and/or presented as part of the credentialing process.

All credentialing information received by EMIPA is kept in strictest confidence and maintained in a secure environment. Filing cabinets containing said information

are locked and keys are available only from designated staff in the offices of EMIPA. Access to such information is restricted to only those individuals directly involved in achieving the objectives of Excelsior's credentialing program. A signed release from the physician or an appropriate court order is required for the release of credentialing information to any third party.

### **Non-Discrimination Clause**

Credentialing and recredentialing decisions are solely based on the above-mentioned criteria, procedure and documentation. In the credentialing/ recredentialing process EMIPA does not discriminate against healthcare providers on the basis of religious beliefs, gender, age, race, ethnicity, national origin, sexual orientation, political affiliation, marital status, or disability, except where that disability renders the person incapable, despite reasonable accommodation, of performing the essential functions of a medical provider in the specialty for which they are being credentialed or recredentialed.

The Medical Director of EMIPA will conduct a quarterly audit of denied practitioner applicant files, non-reappointment, inactive and terminated practitioner files to ensure that practitioners are not discriminated against. Findings indicating possible discrimination will be reported to the Board of Directors. Additionally, members of the credentialing committee may not participate in the review of a provider in which their judgment may be compromised/influenced due to their relationship with the provider.