

MINIMUM QUALIFICATIONS CRITERIA FOR MEMBERSHIP AND CREDENTIALING IN EXCELSIOR MEDICAL IPA, LLC (EMIPA)

Applicant physicians must meet the minimum qualifications and standards criteria listed below for approval of their membership and credentialing. Criteria includes but is not limited to:

Licensing

Hold a current, valid license to practice the medical profession in the state of NY.

Education and Training

Be a graduate of an accredited medical or osteopathic school located in the United States, its territories or Canada, or be a graduate of a foreign medical school approved by the NYS licensing board. In addition to satisfying the educational requirements and passing the appropriate licensing examination, graduates of accredited or registered programs must complete a year of approved postgraduate training. Graduates of unaccredited or unregistered programs, that is, most foreign medical schools, must pass an acceptable proficiency examination, i.e., be certified by Educational Commission for Foreign Medical Graduates (ECFMG), complete 3 years of approved graduate medical education, and pass the United States Medical Licensing Examination (USMLE), if applicable.

Specialty Training

Each applicant must have successfully completed an accredited residency program in the specialty in which (s)he is seeking participation status.

Board Certification

Being Board Certified or actively pursuing Board Certification by the American Board of Medical Specialties or the American Osteopathic Association in the specialty or sub-specialty (if applicable) in which (s)he practices is considered a prerequisite to initial membership approval. An initial applicant who has recently completed his/her residency training may be given a reasonable opportunity, as determined by EMIPA's Board of Directors, to meet this standard.

Work History

Applicants must provide an uninterrupted account of his/her work history for the previous five years or at least since the completion of training, without significant gaps or pattern of resignations or terminations of employment/association as a medical practitioner that may suggest potential competency or quality of care problems. EMIPA will determine, in its sole discretion, whether such work history is satisfactory for credentialing purposes.

Medical Staff Membership and Clinical Privileges

The applicant must have clinical privileges in good standing at the site designated by the practitioner as his/her primary inpatient admitting facility. If the practitioner does not have clinical privileges, EMIPA requires a statement delineating the inpatient coverage arrangement with an EMIPA credentialed member.

DEA Certificate

Each applicant must have a valid current Drug Enforcement Agency (DEA) registration in the state of New York, except when waived for specific specialties such as pathology and radiology, as determined by EMIPA Board of Directors.

Malpractice Insurance

All applicants must have current, adequate professional liability insurance coverage that exceeds contractually established minimum limits of \$1,000,000.00 per claim / \$3,000,000.00 per annual aggregate.

Malpractice Claims History

Applicant must not have a history of malpractice claim activity or other incidents that suggests a potential competency or quality of care problem. All professional liability claims that are pending or have resulted in settlements or judgments paid by or on behalf of the applicant must be disclosed, with sufficient information for an adequate assessment of their credentialing significance. The claims data must cover at least the preceding 5 years, or longer at the discretion of EMIPA's Credentialing Committee or Board of Directors. The acceptability of a practitioner's malpractice claims history, for credentialing purposes, will be determined solely and exclusively by EMIPA.

Mental and Physical Fitness

All applicants must attest to the fact that they don't have a physical or mental condition that may prevent them from being able, with or without reasonable accommodation, to perform the essential functions of his/her practice with acceptable skill and without posing a health or safety risk to patients.

Illegal Drug Use

All applicants must attest to the fact that they don't have engaged in any illegal use of controlled substances including use of illegal controlled substances (e.g. heroin, cocaine) or illegal use of legal controlled substances, and attest to the lack of present illegal drug use. Any unlawful drug use occurring within the preceding 5 years, including the use of prescription drugs not under the supervision of a licensed healthcare professional must be disclosed. An applicant who has engaged in such illegal drug use will be given an opportunity to identify and describe any rehabilitation program in which (s)he is or was enrolled which assures prospective abstinence and adherence to prevailing standards EMIPA in accordance with applicable laws.

Alcohol or Chemical Substances

All applicants must attest to the fact that they don't have used alcohol or chemical substance(s), including prescription medications, in a way that may have impaired or limited their ability to practice medicine with reasonable skill and safety, and attest to the lack of present alcohol and/or chemical substances use. Any alcohol or chemical substance use occurring within the preceding 5 years, including the use of prescription drugs not under the supervision of a licensed healthcare professional, must be disclosed. An applicant who has engaged in such substance use will be given an opportunity to identify and describe any rehabilitation program in which (s)he is or was enrolled which assures prospective abstinence and adherence to prevailing standards of professional performance. The implications of the information will be determined by EMIPA in accordance with applicable laws.

License Limitation, Revocation or Relinquishment

All applicants must attest to the fact that they don't have a history of license revocation, or license relinquishment while under or to avoid investigation or other proceedings. Not have had a medical license, DEA registration, clinical practice, or staff privileges that have been denied, terminated, stipulated, restricted, refused, limited, suspended, revoked, not renewed, or subject to corrective action by a peer review organization in

compliance with the requirements of New York State, medical review board, licensing board, hospital, clinic, managed healthcare plan, military agency, government agency, other administrative body or health related agency or organization.

If any of the above past denials, terminations, stipulations, restrictions, refusals, limitations, suspensions, revocations, corrective actions, or non-renewals apply, the applicant may be considered for participating practitioner status if (s)he can demonstrate compliance with all corrective actions and monitoring plans imposed by the limiting/restricting authority. If any present restrictions apply, the applicant may be considered for participating practitioner status if (s)he can demonstrate compliance with any corrective action/monitoring plan imposed by the limiting/restricting authority and be willing to provide periodic updates to EMIPA concerning such compliance.

Unethical / Inappropriate / Unprofessional Conduct

Applicants must not have a history of conduct that may violate state law or standards of ethical conduct governing the practice of medicine and not be involved in a practice that may be regarded by the medical community as medically unsound or otherwise inappropriate. Conduct him or herself in a professional manner by not engaging in unprofessional conduct. Unprofessional conduct is defined as conduct that creates a hostile work environment, is detrimental to the delivery of quality care, or has the potential to adversely affect the health or welfare of patients or staff. Unprofessional conduct may include, but is not limited to, behaviors such as:

- Verbal attacks leveled at staff that are personal, irrelevant or go beyond the bounds of fair professional comment
- Impertinent or inappropriate comments or illustrations
- Conduct or treatment that is disrespectful, abusive, intimidating or insulting

Sexual Misconduct

Applicants must not have been found liable, guilty or otherwise responsible for sexual harassment, sexual assault, stalking, and/or other domestic assault or any other charge or claim involving sexually inappropriate behavior.

Criminal History

Applicants must not have pending charges or be currently charged with, or convicted of a felony, or misdemeanor or other significant criminal processions or convictions. EMIPA requests information pertaining to pending or current charges for the purpose of monitoring the outcome of such charges. Generally, prosecutions and convictions for routine traffic violations are not considered significant.

Result of Official Queries

Among others, queries regarding malpractice judgments or settlements and adverse peer review actions will be made with the National Practitioner Data Bank, the Federation of State Medical Boards as applicable, and the State Licensing Authority which regulates the applicant's practice wherever (s)he is or has been licensed. In addition, the Office of the Inspector General will be queried regarding exclusions or other sanctions affecting the practitioner's eligibility to participate in Medicare or other government funded healthcare programs. EMIPA will determine, in its sole discretion, whether the results of the queries are satisfactory for credentialing purposes. Review of Medicare Opt-Out listing for practitioners will be performed at time of initial credentialing and recredentialing.

In order to be a credentialed EMIPA member, the applicant must not be currently restricted from receiving payments from any Federal program, including, but not limited to Medicare, Medicaid (any state), or third party programs.

Professional References

At the discretion of EMIPA's Credentialing Committee or the Board of Directors, evaluations will be solicited from the professional references listed in the practitioner's application, and/or from such other sources as the Credentials Committee or the Board of Directors deems appropriate. EMIPA will determine, in its sole discretion, the significance of the information for credentialing purposes.

Practitioner Site Visit Evaluation

A practitioner office site visit will be performed for all applicants and practitioners at initial credentialing and again at recredentialing. This includes a review of the medical record keeping system and a structured physical site review. EMIPA will determine, in its sole discretion, whether the results are satisfactory for credentialing purposes.

If the total score on the site review falls below 80% or if any of the critical items is given a score below 2, the site visit will be deemed unacceptable. In the event of an unacceptable site visit, EMIPA may in its discretion decide not to continue the credentialing and contracting process, or it may implement an improvement plan for correction of the unacceptable items. If EMIPA agrees to continue the credentialing and/or contracting process, an improvement plan must be initiated. Action to correct the deficiencies will be determined and a follow up site visit date will be set. A copy of the site visit and the corrective action plan will be given to the practitioner. The corrective action plan will include a date for a follow-up site visit.

EMIPA will maintain a log of all initial and recredentialing site visits, including follow up dates and decisions to follow.

Practice Coverage

The covering practitioner(s) named in the application must be approved by EMIPA and practice in the same specialty as the applicant, except as otherwise determined within the sole discretion of EMIPA.

Application Forms

In order to be considered for membership and credentialing all applicants must have completed, signed and dated all forms in the application package, which include a "Physician Application Form," a "Physician Agreement," and a "Statement of Authorization, Release and Attestation"; must have enclosed all required documents and credentials listed in the Section "Required Documentation and Credentials"; and must not have misrepresented, misstated, or omitted a relevant or material fact in their application and credentialing documents and forms.

Applicants who meet all the above criteria for participation may be considered for membership participation and credentialing by the Credentialing Committee. The Credentialing Committee may accept non-compliance with one or more of the above criteria if the Committee determines that the non-compliance does not indicate a potential or existing administrative or performance issue. If an EMIPA member becomes non-compliant with one or more of the following criteria after initial credentialing or recredentialing, the practitioner's credentials may be brought to the Credentials Committee for further review.