



HVREMSCO and HVREMAC Policy and Procedures Manual

Policy Name: Credentialing Non-Compliance	
Policy Number: CR-P-8	
Approved by: REMAC	Effective Date: 6/5/2017
Revision Date(s): 4/26/2016	Page 1 of 2

1. All ALS providers are required to maintain valid, current, appropriate and required certifications. In the event of a lapsed certification of BCLS, ACLS, or PALS / PEPP a provider will have sixty (60) days past the date of expiration to renew the certification.

- Forty-five (45) days prior to the date of a provider's expiring certification or HVREMAC Credentials, the provider and Primary agency will be notified of the pending expiration.
- Sixty (60) days after a provider's expired certification, HVREMAC Credentials will be *suspended*. The provider and all agencies to which the provider is affiliated will be notified of the suspension
- On receipt of current certifications by the Hudson Valley Regional EMS Office the provider will be returned to active status and all agencies to which the provider is affiliated will be notified.
- At the time of renewal, the ALS provider must possess valid and current ACLS, PALS/PEPP and BCLS certifications. The grace period does not extend through expiring HVREMAC credentials.

2. All Physician / MCCH must be completed forty-five (45) days prior to the ALS provider's expiration date. However, Physician / MCCH completed within the 45 days to the provider's credential expiration timeframe will count towards required Physician / MCCH. If a provider's Physician / MCCH are satisfied, Physician / MCCH will then count towards the next credentialing period.

3. In the event a provider's re-credentialing materials are not submitted by the required submission date:

- The ALS provider is immediately placed "on notice" to complete all requirements by the provider's credential expiration date. All agencies to which the provider is affiliated will be notified. The provider must not only complete all required materials, but also take the re-credentialing exam with a passing score of 90% or greater in all modules.
- If required materials are not received by the credentialing expiration date, the provider is immediately suspended. The provider and all agencies to which the provider is affiliated will be notified.
- When all re-credentialing materials are submitted less than sixty (60) days past the provider's HVREMAC Credential Expiration date:
 - The provider must schedule and complete the HVREMAC Credentialing Exam with a passing score of 90% or greater in all modules.
 - Upon successful completion of credentialing exam, the provider will be returned to active status and all agencies to which the provider is affiliated will be notified.



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When all re-credentialing materials are submitted greater than sixty (60) days but less than one (1) year from the provider's HVREMAC expiration date:

- The provider will remain on a mandatory six (6) month suspension from the date of credentialing expiration, during which time the provider is NOT authorized to provide ALS care in the Hudson Valley Region.
- The provider must *re-apply for HVREMAC credentials*
- The provider must schedule and complete the HVREMAC Credentialing Exam with a passing score of 90% in all modules

4. Providers are required to maintain a Primary Agency Affiliation.

- *Each HVREMAC approved ALS agency* must submit to the HVREMSCO office the Provider Affiliation Form for any change of affiliated provider status with that agency. Agencies must notify the HVREMSCO office of provider affiliation changes within five (5) business days.
- Providers have thirty (30) days, from time of primary affiliation change, to re-affiliate with a Primary Agency.
- After thirty (30) days without a primary agency the provider's HVREMAC credentials will be *suspended*.
 - If a provider then affiliates with a primary agency within one year of losing primary affiliation, all credentialing requirements remain in force. Pro-rating of MCCH will not be considered.
 - Providers who lack a Primary Agency for a period of one year or greater will be required to re-take the HVREMAC Credentialing Examination, meet all credentialing requirements.
 - Providers who lack a Primary Agency for a period of one year and whose NYS BEMS ALS certification expires during the period of suspension must re-apply and complete the process for HVREMAC Credentialing.