



# HVREMSCO and HVREMAC Policy and Procedures Manual

Policy Name: <b>Requests for Periods of Inactivity</b>	
Policy Number: CR-P-6	
Approved by: REMAC	Effective Date: 6/5/2017
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The HVREMAC recognizes that circumstances may arise which render a provider unable to participate in HVREMAC credentialing activities. For this reason, the HVREMAC allows for periods of inactivity. The approval of inactive status is granted with the understanding that the provider may not be active in credentialing activities for a prolonged period of time. Any Physician / MCCH which are pro-rated will be pro-rated according to the policy: **“Pro-Rating of MC/PC Contact Hours”**.

Requests for inactivity will be granted in the following circumstances:

- Pursuant to [NYS BEMS Policy 09-02](#) and its successors, providers will be granted a period of inactivity and Physician / MCCH pro-rated accordingly. Extension of HVREMSCO credentials will be granted, upon written notification to the HVREMSCO, that the ALS provider has requested an extension of certification to NYS BEMS. The provider must provide a copy of the new NYS BEMS certification card to the HVREMSCO office within three (3) weeks of the request. Verification of extension may be accomplished through a finding of “good standing” in the New York State Health Care System database.
- ALS providers that become inactive or anticipate becoming inactive in the Hudson Valley Region for up to 12 months, regardless of the reason, must notify the Regional office, in writing, of their request to become inactive.
  - Upon HVREMSCO receipt of notification by the requesting ALS provider, all agencies to which the provider is affiliated will receive written notice from the Regional office and the requestor will be placed on the inactive ALS provider list. The ALS provider is required to abstain from any ALS practice, within the Hudson Valley Region, while on inactive status.
  - Written notification, for the purpose of this section, includes electronic notification.
- Inactive ALS providers may request in writing to become active again at any time provided their HVREMAC credentials have not expired during the period of inactivity. If the ALS provider’s HVREMAC required credentials expire during the period of inactivity or if the period of inactivity exceeds twelve (12) month duration, the ALS provider will be required to complete the HVREMAC credentialing process, including credentialing exam, in its entirety.
- Any Physician / MCCH earned during a period of inactivity will be counted toward the pro-rated Physician / MCCH requirements.
- At all times during inactive status the provider must maintain a primary agency affiliation.



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- Upon receipt and review of written request to return to active status, the ALS provider and all agencies to which the provider is affiliated, will receive written confirmation of reactivation from the Regional office and the ALS provider will be returned to active status.
- The ALS provider will be responsible for obtaining only Physician / MCCH for the time period that the provider is active within the Hudson Valley Region. Refer to: “**Pro-Rating of MC/PC Contact Hours**”.