

# Reference Guide on File Categorization and Committee Meeting Process

## Section 1 Levels of File Categorization

### Level 1 - Clean:

**Description:** Completed provider files without alerts or flags.

**Importance:** Filters out files that don't need committee review, streamlining the process.

### Level 2 - Leveling Review:

**Description:** Contains completed provider files, with alerts, that do not merit Credentialing Committee discussion for decision. However, these files may be escalated to the Credentialing Committee for discussion at the discretion of the Medical Director. Minor issues, such as an expired license in a non-contracting state, are labeled as exceptions.

**Importance:** Ensures that serious issues are escalated and thoroughly reviewed to maintain network integrity.

### Level 3 - Committee:

**Description:** Files with major issues or flags that meet the established escalation criteria. Primary agenda for monthly committee meetings.

**Importance:** Addresses the most pressing concerns, ensuring the safety and credibility of the network.



## Section 2 Committee Meeting Process

### Preparation:

**Description:** Gather and categorize practitioner files. Create concise summaries.

**Importance:** Lays the groundwork for an efficient meeting.

### Convening:

**Description:** Host & Moderate Meetings virtually with Committee Chairperson

**Importance:** Facilitates presentation of the agenda items while adhering to compliance standards.

### Discussion & Review:

**Description:** Voting members scrutinize providers' credentials and discuss any flagged issues.

**Importance:** Ensures thorough vetting and transparent decision-making.

### Decision Making:

**Description:** Voting members decide to approve, decline, or postpone decisions on practitioners based on the information presented.

**Importance:** Solidifies network standards and addresses any potential concerns.

### Documentation:

**Description:** All decisions and their rationales are documented as per NCQA standards.

**Importance:** Provides a record for future reference and ensures accountability.

### Notification:

**Description:** All decided upon practitioners are notified of the committee's decision within 30 days of decision as per NCQA standards.

**Importance:** Provides the practitioner with the information necessary to follow the health plans next steps following the decision.

