



PHYSICIAN PROVIDER ENROLLMENT FOR PHYSICIAN CREDENTIALING

Speeding Credentialing and Re-Credentialing with Electronic Forms Management

Credentialing and re-credentialing are time-consuming and labor-intensive processes for hospitals and physicians. Physicians face a daunting stack of forms – often over 40 pages – to fill out and sign when first applying for privileges, and repeat the task for each of the insurance companies the hospital deals with – which can total 20 or more sets of forms.

Add filling out forms for Medicare and Medicaid, and then repeating the completion and signing of each forms packet every two years, and it's not difficult to see why credentialing is a big time waster for physicians. Credentialing staff have the headache of managing the status of each physician's credentials and back-and-forth correspondence. It can take three months or more for each physician to complete credentialing or re-credentialing.

It doesn't have to be this hard.

Access's physician provider enrollment (PPE) solution enables physicians and the credentialing department to simplify credentialing and re-credentialing.

Improving Physician Satisfaction

Instead of relying on paper forms, PPE offers the convenience and accessibility of electronic forms management via an intuitive interface. With PPE, physicians:

- Fill in a 'super form' of consolidated questions once and then simply verify the data for re-credentialing, rather than filling in redundant information

- Get signature pages in a PDF once all forms are completed, rather than wading through a stack of paperwork to find signature lines

- Receive automated e-mail notices when credentialing documentation is due and overdue

- Answer the questionnaire in stages if needed, without losing information they've already entered

- Can access and complete e-forms from any location

Boosting Productivity in the Credentialing Department

The credentialing department also saves valuable time with PPE. Benefits include:

- Ability to track the each physician's status in real time

- Elimination of several rounds of mailing forms, saving time and money

- Faster credentialing and re-credentialing saves days or weeks per physician, freeing up time for other duties

- Automated notifications facilitate a proactive process that can be completed ahead of the hospital's goals and regulatory deadlines

- Consolidation of physician questionnaire ensures consistency and that all required information is provided in keeping with regulatory guidelines

- Changes can be easily made to physician questionnaire without the need to dispose of out of date forms or the delays associated with ordering replacements from a forms vendor

With PPE, credentialing staff members are more productive, physicians have more time to spend with patients and information sharing is improved.

Faster, More Efficient Credentialing

Below is an example of how Access's PPE simplifies credentialing and re-credentialing. The solution can be tailored to fit the unique needs of your facility:

Credentialing department creates a physician questionnaire that will gather all information required for physician credentialing

New physician, Dr. Beth Stephens, logs into physician portal and is presented with the questionnaire

She fills out half of questionnaire and the answers are captured by the Access system

Beth forgets to complete the questionnaire within seven days, and receives an automated reminder notice

Beth completes the questionnaire

The Access system pre-populates all forms with Beth's answers, and sends the completed forms to the credentialing department

Credentialing clerk assembles PDF with pages requiring Beth's signature and e-mails it to her

Beth prints the PDF, signs the documents and mails them to the credentialing department

The credentialing department submits Beth's form to the regulatory agencies

Two years later, the credentialing clerk and Beth receive automated reminders that re-credentialing is required

Instead of filling in redundant information, Beth simply verifies her questionnaire responses and signs the signature pages to complete re-credentialing



E-Forms Management Solutions

PPE is part of Access's industry-leading range of electronic forms management offerings, which deliver time and cost savings and complement electronic medical records (EMR), patient safety and disaster planning initiatives at hospitals worldwide. Here are just some of the departments that Access provides solutions for:

Patient Admissions/Registration

HIM

Clinical Departments

Patient Finance/Business Office

Emergency Department

Physician Services

Nursing

Cancer Staging

Accounts Payable

Human Resources

Risk Management

Housekeeping/Environmental Services

Dietary Department

Payroll