

Request for Records Disposition Authority

Records Schedule Number **DAA-0513-2014-0001**

Schedule Status **Approved**

Agency or Establishment **Indian Health Service**

Record Group / Scheduling Group **Records of the Indian Health Service**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Office of Clinical and Preventive Services**

Minor Subdivision **Risk Management**

Schedule Subject **Credentialing and Privileging**

Internal agency concurrences will be provided **Yes**

Background Information

The Office of Clinical and Preventive Services (OCPS) is responsible for national health professional recruitment, health program implementation, risk management, emergency services, and management of several grant programs for the Indian Health Service (IHS). It includes the following divisions: Behavioral Health, Diabetes Treatment and Prevention, Nursing, Oral Health, Clinical and Community Services, and the Improving Patient Care Program.

The records profiled in this schedule are created to meet the medical staff credentialing and privileging standards of a nationally recognized accrediting/certifying body such as the Joint Commission (TJC), the American Association for Ambulatory Health Care (AAAHC), or the Centers for Medicare and Medicaid Services (CMS). Credentialing is the process of assessing and confirming the qualifications of a health care practitioner's background and credentials. It is a process that includes collecting and verifying information about a practitioner. Privileging is the process that health care organizations employ to authorize practitioners to provide specific services to their patients. The facility's credentials committee makes recommendations pertaining to the practitioner's clinical privileges and/or medical staff membership. Authority to grant clinical and/or medical staff membership is the domain of the facility's governing body.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0513-2014-0001

Sequence Number	
1	Medical Staff Credentialing and Privileging Records
1.1	Successful applicants. Disposition Authority Number: DAA-0513-2014-0001-0001
1.2	Unsuccessful applicants. Disposition Authority Number: DAA-0513-2014-0001-0002

Records Schedule Items

Sequence Number																					
1	<p>Medical Staff Credentialing and Privileging Records This series consists of case files documenting the initial and recurring credentialing and privileging process of medical staff who apply to provide patient care services in IHS healthcare facilities. Medical staff eligible for this opportunity includes physicians (i.e., medical doctor (M.D.)), osteopathic doctor (D.O.), dentists, and other health care professionals including, but not limited to, clinical psychologists, optometrists, podiatrists, pharmacy practitioners, social workers (MSW), physician assistants, nurse practitioners, nurse anesthetists, and nurse midwives. Records include correspondence, applications for appointment and reappointment to the medical staff and/or clinical privileges which contain personally identifiable information, name of medical or professional school attended, verification of practitioner training, licensure, experience, expertise, and Drug Enforcement Agency (DEA) registration, National Practitioner Data Bank (NPDB) queries, reference letters, reevaluation data (i.e., reassessment of physician competency) and other information including, but not limited to liability claims, denial of medical privileges, sanctions, loss or suspension of professional licensure, and crimes against children.</p>																				
1.1	<p>Successful applicants.</p> <table data-bbox="362 1108 1502 1873"> <tr> <td data-bbox="362 1108 755 1140">Disposition Authority Number</td> <td data-bbox="763 1108 1502 1140">DAA-0513-2014-0001-0001</td> </tr> <tr> <td data-bbox="362 1171 755 1203">Final Disposition</td> <td data-bbox="763 1171 1502 1203">Temporary</td> </tr> <tr> <td data-bbox="362 1224 755 1255">Item Status</td> <td data-bbox="763 1224 1502 1255">Active</td> </tr> <tr> <td data-bbox="362 1276 755 1308">Is this item media neutral?</td> <td data-bbox="763 1276 1502 1308">Yes</td> </tr> <tr> <td data-bbox="362 1329 755 1455">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td> <td data-bbox="763 1329 1502 1455">Yes</td> </tr> <tr> <td data-bbox="362 1476 755 1560">Do any of the records covered by this item exist as structured electronic data?</td> <td data-bbox="763 1476 1502 1560">Yes</td> </tr> <tr> <td colspan="2" data-bbox="362 1591 1502 1623">Disposition Instruction</td> </tr> <tr> <td data-bbox="362 1644 755 1675">Cutoff Instruction</td> <td data-bbox="763 1644 1502 1675">Cut off upon separation of employee.</td> </tr> <tr> <td data-bbox="362 1696 755 1728">Transfer to Inactive Storage</td> <td data-bbox="763 1696 1502 1770">Transfer inactive files to a Federal Records Center in 5 year blocks 3 years after employee separates.</td> </tr> <tr> <td data-bbox="362 1791 755 1822">Retention Period</td> <td data-bbox="763 1791 1502 1864">Destroy by witness disposal 10 years after employee separates from Agency.</td> </tr> </table>	Disposition Authority Number	DAA-0513-2014-0001-0001	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Disposition Instruction		Cutoff Instruction	Cut off upon separation of employee.	Transfer to Inactive Storage	Transfer inactive files to a Federal Records Center in 5 year blocks 3 years after employee separates.	Retention Period	Destroy by witness disposal 10 years after employee separates from Agency.
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1.2	Additional Information	
	GAO Approval	Not Required
	Unsuccessful applicants.	
	Disposition Authority Number	DAA-0513-2014-0001-0002
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off upon non-selection or rejection of applicant.
	Retention Period	Destroy by witness disposal 3 years after non-selection or rejection of applicant.
	Additional Information	
	GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/17/2014	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
02/11/2014	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
02/18/2014	Submit For Certification	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
02/18/2014	Certify	Christopher Forney	Records Management Officer	Indian Health Service - Division of Administrative Services
04/17/2014	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
04/21/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/22/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/24/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist