



Verification of Practitioner Identity

Medical Staff Policies & Procedures	
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PURPOSE: To establish a process to confirm identity of all new applicants to the Medical and Dental Staff

SCOPE: All new applicants to the Medical, Dental, or Allied Health Professional Staff

POLICY:

1. At the time of Initial Appointment, verification of the identification of the applicant will be included as part of the credentialing process. This will be accomplished through the following procedures.
 - a. All applicants will be required to submit a current passport size and quality photo.
 - b. All applicants will also be required to show a current and valid government issued photo. Copies of the documents will not be made and kept in the file. Examples of acceptable forms of identification include but are not limited to:
 - i. a current driver's license with photo issued by a US State or Territory
 - ii. a passport issued by the United States of America
 - iii. a passport issued by a foreign nation as long as an entry stamp into the United States is shown
2. The Verification that the practitioner requesting approval is the same practitioner identified in the credentialing documents should be done on site and may be done by viewing one of the documents in (b) above and comparing it to the applicant (in person) by:
 - a. a member of the Medical Staff Office at the site where the applicant is requesting privileges
 - b. the Chair or Vice-Chair of the Department at the site where the applicant is requesting privileges
 - c. a member of the Credentials or Medical Executive Committee at the site where the applicant is requesting privileges
 - d. A member of the Administrative team
 - e. A member of the Security team
3. A member of the offsite, distant location if a Telemedicine provider his policy applies to all physicians and Allied Health Professional applicants credentialed through the Medical Staff Office.

Reference: TJC MS.06.01.03 EP5