

Practitioner Rights

The applicant is entitled to the following practitioner rights: Review information submitted to support his/her credentialing application, correct erroneous information, and receive the status of his/her credentialing or recredentialing application, upon request.

a.) Review Information

The only information that is available for review are any static facts of history that was provided by the applicant on his/her application. The Allina Health CVO does not allow the practitioner to review any information obtained from outside sources to support his/her credentialing application.

b.) Correcting Erroneous Information

The discovery of any misrepresentation or substantial misstatement in, or substantial omission from, the application before the application process is completed is grounds to stop further processing of the application. The applicant will be notified in writing of the nature of the apparent misrepresentation, misstatement, or omission, and will be permitted to provide a written response or correction of the application, which must be received by the Credentials Verification Office within two weeks of the applicant's receipt of the notice. If the applicant submits a correction, the correction will be noted and the application will continue to be processed. If no response is received, and the application is still pending, the application will be treated as incomplete. Otherwise, the applicant's response will be reviewed by the Allina Health Peer Review Committee, which will make a determination as to whether the application should be processed further. If the Allina Health Peer Review Committee determines that the application should continue to be processed, then processing shall continue, but the record of the apparent misrepresentation, misstatement or omission, and the applicant's response will be included with the application materials that are forwarded to the Allina Health Peer Review Committee for final determination. If the Allina Health Peer Review Committee determines that the application should not continue to be processed, the application will not be processed further and will be deemed to have been withdrawn and will be returned to the applicant.

The determination to cease processing of the application shall be without a right to a hearing or other procedures under this Credentialing Policy.

c.) Receive Application Status

The practitioner may obtain the status of his/her credentialing at any time during the credentialing process by contacting the Allina Health CVO. A manager or designee will respond in writing or verbally to the request. The information that is shared with the practitioner is any outstanding items that the CVO is in need of in order to complete his/her file.