

## Frequently Asked Questions

### **What is the NAMSS Practitioner Affiliation Sharing Source – (“NAMSS PASS”)?**

NAMSS PASS is a secure, on-line database that provides you with quick, easy, and inexpensive access to the affiliation history for the practitioners you credential. With your help and support, it will be a comprehensive, centralized, primary source database. It will contain practitioners’ affiliation history with hospitals, surgery centers, health plans, group medical practices, and other Health Care Entities (HCEs) for the entirety of the practitioners’ careers – all available at the touch of a button! NAMSS PASS was created through the collaborative efforts of NAMSS and the Practitioner Hospital Data Bank (PHDB).

### **What exactly will NAMSS PASS permit me to do?**

A NAMSS PASS subscriber will be able to easily and quickly do the following:

- Contribute affiliation information to the sharing source database at no cost.
- Browse practitioners and health care entities (HCE) at no cost.
- Instantaneously obtain a detailed practitioner’s affiliation history for all of the Health Care Entities (HCEs) where he or she has been credentialed, as reported by those HCEs;
- Compare and contrast the NAMSS PASS affiliation information with the information provided on the application form;
- Perform a quick “gap analysis” regarding practitioners to determine if any credentialing red flags are present; and
- Immediately print “good standing” letters from any one of the contributing hospitals, if a letter for that practitioner is available. This means no more faxing or mailing requests to individual affiliations, no more waiting for responses to be returned, and no need for second and third requests for verification!

### **What quality of care issue does NAMSS PASS solve and why is it so important to our industry?**

A serious issue currently experienced by MSPs all over the country is the lack of full disclosure by practitioner applicants regarding their affiliation history. These “gaps” of affiliation can pose an enormous risk to your patients, facility, and community and NAMSS PASS will help by providing a complete history of practitioners’ affiliations as self-reported by health care entities. This eliminates the reliance on only the applicants’ information.

As Medical Services Professionals, patient safety is our primary responsibility. As the experts in credentialing, we must establish industry best practices to both promote quality care and mitigate potential risks associated with the practitioners we are considering for credentials. At the same time, given the economic climate facing all of our institutions, we must also use our expertise to perform our patient safety responsibilities in the most efficient and effective manner possible. NAMSS PASS is an important new tool that permits us to accomplish all of these goals and objectives.



### **How is it possible for NAMSS to accumulate this data?**

This Sharing Source is possible because of committed credentialing professionals from across the country. Our data is comprised of self-reported primary source affiliation history from health care facilities nationwide. For this resource to be most effective and helpful, it is critically important that every Health Care Entity (HCE) contribute its information for the good of the whole credentialing community. This is a tremendous opportunity for everyone in our industry to make a tangible difference in improving the safety and quality of care provided to patients everywhere. There is no cost to contribute data.

### **How do I get started?**

Visit the NAMSS website at [www.namss.org](http://www.namss.org) and click on the NAMSS PASS link. If you are already a NAMSS member, your NAMSS username and password will grant you access to the system. If you are not a member, you will be asked to provide some basic contact information before gaining access to the database. You need not be a NAMSS member to participate, but members will receive deep discounts on user fees.

Once you are registered with the system, you will be asked to agree to the NAMSS PASS Terms of Service. In addition, if you are a Contributing Entity, you will be required to select one of two “good standing” letter options to be used along with the practitioner information you provide. In terms of actually submitting your information, you will simply need to create an Excel file that contains the data about the practitioners at your facility and then easily upload it to the NAMSS PASS website. You can add additional users from your facility at no additional cost.

### **Do I need to change my organization’s bylaws and/or request additional releases from our practitioners?**

The answer very simply is NO. Participating in the NAMSS PASS does not require a change to your organizations bylaws or releases. The NAMSS PASS is a tool to streamline and improve the process of verifying affiliation history; it does not change the information already being shared between organizations. Regarding practitioner consent, 99% of all practitioner application forms we’ve reviewed contain a Release, Disclosure, and Acknowledgement section with language that states the practitioner gives consent for the hospital to retrieve as well as disclose their information as a part of the credentialing and recredentialing process. In other words, you already have their permission when they applied for privileges at your facility so you don’t need to obtain it again. If your application does not have this language, then you should add it. Additionally, all users attest that they have these releases on file as a part of their agreement to the NAMSS PASS Terms of Service. Also, the practitioner data set is comprised of publically available information such as name, NPI number, state license number, etc. There is no information deemed confidential or PHI (as defined by HIPAA) that would cause a legal concern.

### **How can I be sure that the data I’m viewing is current?**

One of the requirements of the Terms of Service is for a Health Care Entity (HCE) to agree to keep its practitioner affiliation information current by submitting periodic electronic updates. We recommend that data be updated monthly by all Contributing Entities. In addition, when you query, a date stamp will appear documenting and verifying the exact date when the data was last updated by the Contributing Entity.

### **How does NAMSS PASS define “good standing”?**

One of the long-standing problems within our profession has been the lack of a common definition of what constitutes “good standing” for the practitioners we credential. Ask 10 Medical Services Professionals what it means and you are likely to get 10 different variations on the theme. We all want “good standing” letters, but we have never developed a common understanding of what that means – until now!

As part of this new industry best practice tool, and through the combined efforts of highly experienced medical services professionals on the NAMSS Board along with one of the leading healthcare law firms in the nation (Horty, Springer & Mattern,) NAMSS PASS has developed two options for a health care entity to choose from in terms of a “good standing” letter. Both of these options rely, in large part, on the well-known federal Health Care Quality Improvement Act to provide us with a common definition, a common understanding of what is intended by the words “good standing.” Using a common definition, we will all finally now know what “good standing” means and, just as importantly, what it does not mean! If additional information about a practitioner’s qualifications is required beyond the common definition, you can obtain it through the questions on your application forms, follow-up letters to the health care facilities, confidential evaluation forms sent to references, and/or phone calls to references. Please feel free to download the two letter templates from the NAMSS.org website.

### **If a practitioner does not have a “good standing” letter available for a particular entity on the NAMSS PASS system, does that mean there is a problem with that practitioner?**

The short answer to this question is “no!” There may be several reasons why a “good standing” letter is not available, which may have no relevance to a practitioner’s specific qualifications. The absence of a good standing letter on the NAMSS PASS system simply means that you need to contact the facility directly to ascertain why that is the case.

### **How will I know if a “good standing” letter is available for a practitioner?**

When searching for a practitioner, a “Print Letter” icon appears next to each health care affiliation. If a letter exists, the letter will appear when clicking on that icon. When a letter does not exist, a message will appear stating that a good standing letter is not available and to contact the facility for more information. It is important to note that you will not be charged for clicking the “Print Letter” icon if a good standing letter does not exist.

### **Is NAMSS PASS compatible with standard credentialing software in the industry? How does it differ?**



NAMSS PASS is not credentialing software. It is a centralized data repository of primary source practitioner affiliation information. A custom feature (at an additional cost) can be added to your subscription so that your existing credentialing software can interface with the NAMSS PASS data through an Application Programming Interface (API) and automatically query the database as needed. This API should work with any credentialing software that you may have, but it requires the software vendor to offer this interface for their product. Please contact us for more information.

### **What are the requirements for uploading data?**

NAMSS encourages all contributing entities to update data every 30 days, or more frequently as there are changes in a practitioner's status. To create the most comprehensive gap analysis for each practitioner, contributing entities should upload affiliation data for both currently credentialed and past practitioners.

### **Are there fees to gain access to the NAMSS PASS database and what forms of payment are accepted?**

Basic Service is free of charge to all Health Care Entities (HCE). This includes contributing affiliation data to NAMSS PASS database, creating user accounts, and browsing basic practitioner information in the database. If you wish to retrieve Gap Analysis details and print Good Standing letters from other facilities, there is an access fee based on the number of active current credentialed practitioners at your HCE. However, in 2013 the Gap Analysis data access will be available free to all registered NAMSS PASS users. All entities (contributing and non-contributing) can pay a fee to print affiliation letters. All entities will receive three (3) free letter credits in 2013. NAMSS members receive deep discounts on all fees. Please refer to the Fee Schedule on the NAMSS website for details.

Fees are payable by major credit cards or company check (minimum required).

### **We already purchased a web-based letter response system and we don't want to pay for another one. Why should we contribute data to the NAMSS PASS for others to print our letters when we already have that feature in our system? Do you see the larger healthcare companies, i.e., HCA, utilizing NAMSS PASS versus their own system?**

NAMSS is not asking you to stop using the software you already purchased. The solution addressed by NAMSS PASS is not that same as your letter response software. You are welcome to continue using it if you want along with NAMSS PASS. Remember, the primary goal of NAMSS PASS is to aggregate a comprehensive centralized database of practitioner affiliation history so that the MSP community can rely on this information to root out any red flags where gaps in history exist, but are not disclosed by practitioner applicants. The letter printing feature is just an added convenience for the querying user and you are not paying for that, the user does. There is no charge to contribute your data to the NAMSS PASS database for the benefit of the MSP community. Our fee structure is based on your gap research and use of other facilities' information, not your own.



**Will NAMSS show what institutions are participating and give us updates when new organizations join?**

The NAMSS website will have a link to show up-to-date list of Contributing Hospitals. Please check NAMSS.org on the NAMSS PASS section for updates.

**If I am a NAMSS member but my staff is not, do they log in under my NAMSS password?**

For security reasons, each user must have their own unique User ID. There is no extra cost to have additional users on your account. They can create a NAMSS “Guest Account” on the NAMSS website to get access to NAMSS PASS. You must add them as Users under your Account so when they create their verified account on NAMSS PASS, it automatically links them to your Healthcare Entity.

**Can a CVO be added to the NAMSS PASS without an NPI number?**

Yes. The Tax ID and NPI numbers are used to help prevent the creation of duplicate Healthcare Entities, which causes Billing confusion later. If you don’t have one or the other, it’s not a required field.

**Are any other entity types other than hospitals submitting practitioner info (i.e. community health centers, managed care groups etc)?**

Yes. We encourage any healthcare entity to contribute data from their organization. It will help users to analyze the history of practitioners’ affiliations with any health organization. It includes, but is not limited to hospitals, surgery centers, medical centers, teaching institutions, managed care organizations, health systems, medical groups, telemedicine groups, behavioral health companies, and locum tenens companies.

**Can you get information without our facility putting information in?**

Yes. The NAMSS PASS is available for all credentialing professionals to use, regardless of whether or not you contribute data. We strongly urge you to contribute because your peers have committed their time and resource to help you with your quality of care and increase your efficiency; it is only professional courtesy to reciprocate, especially because there is no cost to contribute data.

**How are you going to get people to put information into the data base if it is voluntary?**

That is our biggest challenge. Because this is voluntary, we need assistance from the entire MSP community to support this initiative by becoming contributing entities themselves and then promoting the benefits of this information sharing source to all their peers, locally and nationally. We firmly believe the benefits of improved patient care quality, reduction of negligent credentialing risks, and major improvement in MSP productivity will be the driving forces behind this community initiative.

**Is the letter content on the two templates developed by us or is it standard for all your users?**

The two letter templates are standard for all NAMSS PASS users. These two templates were developed by highly experienced Medical Staff Professionals on the NAMSS Board of Directors along with one of the leading healthcare law firms in the country; Horthy, Springer, and Mattern. The reason for standardization is to set a concrete definition of what “good standing” means. Currently you ask 10 MSPs for that definition, and you’d probably get 10 different definitions or variations of the meaning of “good standing”.

**Does PASS want us to put the renewal date on the letter or just keep them as "Present?"**

This depends on how your system can output the data. Some systems only have the Recredentialing Date (in the future) and some say “Current” or “Present” or some leave it blank. The user will know when they see the display. It’s up to you.

**How often are facilities updating records?**

We request that facilities update their records every time there is a change in their medical staff status. Normally, that happens after every MEC meeting but the frequencies of those meetings vary. A facility can update their information at any time and the change is instantaneous. If a facility has not updated their information for more than 30 days, a reminder will be automatically sent to them. If their information is over six months old, their information will become inactive.

**If we edit only one practitioner’s information, do we need to submit a new spreadsheet for that practitioner only or a complete spreadsheet?**

In its current state, NAMSS PASS will require you to submit a complete updated spreadsheet, even if only one practitioner’s information changed. The system will detect if there are any changes to every one of your records.

**With so many practitioners with the same name, how do we tell which one is which, if no NPI is listed for some on the list?**

We also list their State License number and specialty as additional identifying information and some hospitals will provide a photo as well. In the rare cases where you cannot distinguish the practitioner, it is best to contact the facility directly.

**Regarding the letter that is created from NAMSS PASS, does it meet primary source verification requirements as defined by TJC and other accreditation agencies?**

Yes. All the information is self reported by each healthcare entity and the Terms of Service assigns NAMSS PASS as the primary source agent of the entity’s information.

**If I am submitting all of my practitioners’ to NAMSS PASS, how do I suppress the printing of a good standing letter for the select few practitioners and how will a user know that a letter is not available?**



Within the data file, you assign a letter designation of 0,1, or 2. 0 means No Letter, 1 means Letter 1, and 2 means Letter 2. If someone selects Print Letter on your record with a letter value of 0, the system responds back saying “Letter is not available for this practitioner for this facility. Please contact the facility directly at xxx-xxx-xxxx.”

**Have some of the more popular medical staff software companies created a download of your information requirements?**

Most popular credentialing software already have a simple data export feature that allows you to create the Excel file easily. The data fields are few and simple and normally you should not need assistance from the vendor or your IT staff to create this Excel file.

**Can you search for a practitioner to see if there are any letters available without a fee? In other words, are fees only charged when a letter is received?**

Yes. With the Basic Service, you can browse the database at no charge but when you want to print a letter, you need to purchase Letter Credits. The prompts on the screen are simple and self-explanatory.

**Is there a cost to query the NAMSS PASS and what forms of payment are accepted?**

Yes. The NAMSS website contains a Fee Schedule for the Gap Analysis Subscription and the Letter Printing service. The fees are significantly lower for Contributing Entities and NAMSS members.

**Can NAMSS PASS guarantee that the practitioner information is correct and up to date? What if a status of a practitioner changes at the facility soon after we print a good standing letter from NAMSS PASS for that facility? How will we know?**

We can guarantee that the information is primary source because all the information is self-reported by each contributing facility, but the accuracy of the data is controlled by each facility. That would be no different than those facilities responding to your requests by fax or email. Each letter will contain the Last Update Date from that facility and the date you printed the letter. Of course there will always be some time delay or overlap of when the next update happens but you are protected because as of the day you printed the letter, that practitioner was in good standing and the update to that practitioner happened afterwards. NAMSS PASS tracks all queries with Date/Time stamps and unique Query Confirmation numbers. In the future, we plan to add a notification service for NAMSS PASS subscribers that will notify you of changes to practitioners whom you have queried previously at other hospitals.

# NAMSS PASS™ FEES

## Basic Service at NO CHARGE

Create User Account (NAMSS Membership Not Required)	NO CHARGE
Contribute Affiliation Data	NO CHARGE
Browse Practitioners and Hospitals in NAMSS PASS	NO CHARGE

## Database Subscription – Contributing Entities

(This service is for unlimited Gap Analysis and Letter Printing from entities other than your own)

\* Annual Subscriptions are based on Total Number of **Current Credentialed** Practitioners not total practitioners

	Standard Price (Per Practitioner/yr)	NAMSS Member Price (Per Practitioner/yr)
Unlimited Gap Analysis ( <i>FREE</i> in 2013, fee begins in 2014)	\$2.00	\$1.50
Unlimited Affiliation Letters Download*	\$2.00	\$1.50
Premium Service (includes <b>both</b> services above)	\$3.00	\$2.00

\*\* An additional 20% discount applies for Contributing Entities with over 1000 Current Credentialed Practitioners

Please note the fee for obtaining the gap analysis is completely **FREE** for the year 2013. Beginning in 2014, the fee is based *only* on currently credentialed practitioners at your facility. However, for purposes of providing historical data of a practitioner's affiliation and provide a more comprehensive database, we are requesting that you also provide data on those practitioner's no longer at your facility or inactive in your database, but you will not be charged for these practitioners.

Not already a member of NAMSS? Sign up to benefit from the substantial savings: [www.NAMSS.org](http://www.NAMSS.org)

\*Unlimited affiliation letter subscription not available until 2014; see individual letter download options below.

**All newly registered entities will receive three (3) FREE affiliation letter downloads**

## Database Subscription - Non-Contributing Entities

(This service is for unlimited Gap Analysis and Letter Printing from entities other than your own)

Annual Subscriptions based on Total Number of Credentialed Practitioners.

	Standard Price (Per Practitioner/yr)	NAMSS Member Price (Per Practitioner/yr)
Unlimited Gap Analysis ( <i>FREE</i> in 2013, fee begins in 2014)	\$4.00	\$3.00
Unlimited Affiliation Letters Download	\$4.00	\$3.00
Premium Service (includes <b>both</b> services above)	\$6.50	\$5.00

## Individual Affiliation Letters Download Options (alternative to unlimited Letters Subscriptions above)

	Letters Purchased	Standard Price Per Letter	NAMSS Member Price Per Letter
A	1-10	\$12	\$10
B	11-99	\$5	\$4
C	100 or more	\$4	\$3

NAMSS

**Introducing the...**



**NAMSS PASS**

PRACTITIONER AFFILIATION SHARING SOURCE



## NAMSS' View of The Ideal Credentialing Solution

1. Identity verification
2. Residency, and fellowship enrollment/completion date
3. ECFMG information
4. Military information
5. Professional licensure held in all states
6. DEA registration and state DPS certification
7. Board certification status
8. ***Practitioner affiliation history***
9. Criminal background check
10. OIG/GSA/OIE Sanctions Check
11. NPDB
12. Malpractice carriers
13. Insurance carrier certificate/reports

Verification of the above elements constitute a thorough check of a practitioner. Practitioner Affiliation History is one of the most important but also one of the more difficult and time consuming elements to verify reliably.

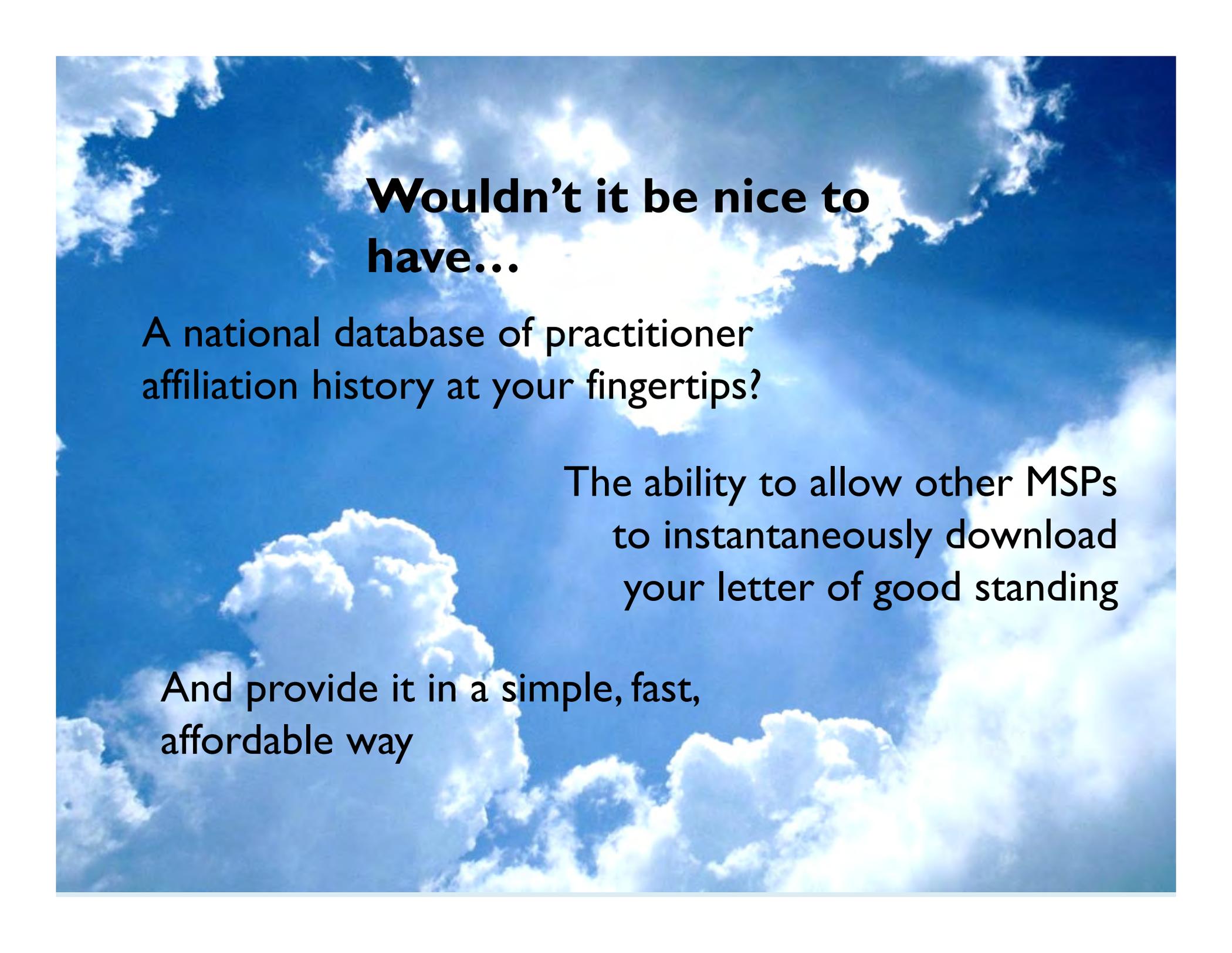


# Why NAMSS PASS?

Many of us have experienced or know of someone who experienced the following situation:

A practitioner with questionable competency or conduct terminates his or her affiliation with a hospital, either mutually or not mutually in agreement. This happens before any official action has been reported to the NPDB. This practitioner applies at another facility but omits the affiliation with this hospital. The new hospital has no idea there were any issues with this practitioner and is granted privileges, now putting their community and facility at risk.

NAMSS PASS will minimize this risk by providing a comprehensive history of every practitioners' affiliation history on-line.



**Wouldn't it be nice to  
have...**

A national database of practitioner  
affiliation history at your fingertips?

The ability to allow other MSPs  
to instantaneously download  
your letter of good standing

And provide it in a simple, fast,  
affordable way

# Bringing Our Shared Vision **NAMSS** to Reality

Introducing...



**NAMSS PASS**  
PRACTITIONER AFFILIATION SHARING SOURCE

**P**ractitioner

**A**ffiliation

**S**haring

**S**ource

Designed by highly experienced MSPs on the NAMSS Board along with national health care law firm Horty, Springer, and Mattern in partnership with the Practitioner Hospital Data Bank (PHDB).

# What Sets it Apart



- First database of its kind – complete history of practitioners’ affiliations.
- **Free of Charge to contribute data and browse information.**
- Improving patient safety and quality by permitting a comprehensive gap analysis
- Creating a best practice affiliation letter for the credentialing community
- Establishing a national definition for “good standing”

# Practical Benefits



- Instantaneously obtain a practitioner’s affiliation history for all of the health care entities where he or she has been credentialed, as reported by those health care entities;
- Compare and verify the NAMSS PASS™ affiliation information with the information provided on the application form;
- Perform a quick “gap analysis” to determine if any credentialing “red flags” are present; and
- Immediately print “good standing” letters on the letterheads of the contributing hospitals, if a letter for that practitioner is available. Saves time for everyone.

# Additional Benefits



- **Free of charge to contribute data and browse information.**
- Raising the national credentialing standard
- Uniting the credentialing community
- Reducing the legal risk for negligent credentialing
- Providing instantaneous verification information
- Creating efficiency in the verification process
- Eliminating unnecessary costs in the system
- Reducing the timeframe of on-boarding practitioners
- Demonstrating the significance of the role of the MSP



# NAMSS PASS

PRACTITIONER AFFILIATION SHARING SOURCE

Home Search Query History Account Billing Support Pilot Feedback

Andy Lock

## View

### Affiliation Profile for NPI: 1013177010

First Name: Susan  
Middle Name:  
Last Name: Adams  
Suffix:  
Title:



Total Facilities/Entities on file: 3  
Total Records on file: 3 (includes archived) Note: to view archived records, you must have a [Gap Analysis subscription](#).

### Affiliation History

Show Archived Hide Archived

Facility/Entity	Location	Name	From	To	Letter Available
HMS Del Mar Hospital		Susan Adams	01/01/2000	10/01/2002	<a href="#">Print Letter</a>
HMS San Diego Hospital		Susan Adams	07/20/2004	11/15/2010	<a href="#">Print Letter</a>
HMS Palm Springs Hospital		Susan Adams	12/01/2011	present	<a href="#">Print Letter</a>

# NAMSS

A Practitioner Profile shows a history of his/her hospital affiliations with corresponding dates that can be verified with their application.

Photos are available from those facilities that provide them for additional identification.

## HMS Hospital Palm Springs Campus



CONFIDENTIAL PEER REVIEW DOCUMENT  
For Credentialing Use Only  
Printed on behalf of HMS Health System

09/18/2012

AndyLookPractitioner Hospital Data Bank. --

Re: Susan Adams (License Number: G51324) (State: CA)



To Whom It May Concern:

This letter is to respond to your request for primary source verification regarding the status of the above-referenced practitioner at HMS Palm Springs Hospital. Please note the following information:

Dates of Affiliation	Facility	Specialty	Staff Category	Status
12/01/2011 - present		Vascular Surgery; Thoracic Surgery	Active	Good Standing

"Good Standing" means that no adverse professional review action as defined in the Health Care Quality Improvement Act has been taken regarding this practitioner. Specifically, neither the practitioner's staff membership nor clinical privileges have been reduced, restricted, suspended, revoked, denied, or not renewed. For purposes of this letter, "restricted" means that no mandatory concurring consultation requirement has been imposed upon the practitioner (i.e., the practitioner must obtain a consult and the consultant must approve the course of treatment in advance).

If this information does not agree with your records or if you need additional information, please feel free to contact me at 760-887-8385.

Sincerely,

HMS Palm Springs Hospital

Information in this letter last updated by HMS Palm Springs Hospital on 08/29/2012  
Query Confirmation Number: CH-VI-13110400000056952368610881



A good standing letter can be printed immediately.

There are two template letters available that were designed and created by the NAMSS Board and the leading healthcare law firm, Horty, Springer, & Mattern.

If a letter is not available, user is directed to contact the facility directly.



# NAMSS PASS

PRACTITIONER AFFILIATION SHARING SOURCE

**Ultimately success depends on you!**

**Contribute your data to keep patients safe  
and help your MSP peers as they are doing for you.**



# NAMSS PASS

## TERMS OF SERVICE

### I. DEFINITIONS

“**NAMSS PASS**” means a secure, on-line database that contains hospital and other Health Care Entity affiliation history for Practitioners.

“**Health Care Entity**” means any health care organization that is involved in the formal credentialing of Practitioners. Health Care Entities including, but not limited to: hospitals, surgery centers, health plans, preferred provider organizations (“PPOs”), independent practice associations (“IPAs”); accountable care organizations (“ACOs”), group medical practices, credentials verification organizations (CVOs), management services organizations (“MSOs”), locum tenens provider organizations, telemedicine providers, professional licensing boards, and medical specialty certification boards.

“**Practitioner**” means any health care professional who is credentialed and granted clinical privileges by a Health Care Entity to provide patient care services (e.g., physician, dentist, podiatrist, physician assistant, advanced practice nurse).

“**Contributing Entity**” means any Health Care Entity that submits Practitioner affiliation information to NAMSS PASS.

“**Querying Entity**” means any Health Care Entity who queries NAMSS PASS to obtain Practitioner affiliation information.

“**My Facility**” means the Health Care Entity that has agreed to these Terms of Service, as evidenced by its authorized representative submitting this form.

### II. CONTRIBUTING ENTITY

- My Facility agrees to electronically submit Practitioner affiliation information to NAMSS PASS for (i) all Practitioners at the Health Care Facility and (ii) all Practitioners who meet NAMSS PASS’s definition of “good standing.”
- My Facility agrees to keep its Practitioner affiliation information current in the NAMSS PASS database by submitting periodic electronic updates.
- My Facility designates NAMSS PASS as a primary source for its Practitioner affiliation information.
- My Facility will select either the [Option I](#) or [Option II](#) “good standing” letter to be used by NAMSS PASS to provide all Practitioner affiliation information for my facility. Copies are attached.

- My Facility certifies that it has an appropriate signed release on file for every Practitioner, which authorizes my facility to provide the Practitioner's affiliation information to NAMSS PASS and to any Health Care Entity that may query NAMSS PASS for this information.
- My Facility acknowledges that it directly submits Practitioner affiliation information to NAMSS PASS for inclusion in the database and that NAMSS PASS conducts no independent verification of this information. My Facility agrees to indemnify and hold harmless NAMSS PASS, NAMSS, WIN/Staff, Inc., and their respective directors, officers, employees, agents, and attorneys from any and all liability and damages, to the fullest extent permitted by law that may result from My Facility's submission of inaccurate or incomplete Practitioner affiliation information.

### **III. QUERYING ENTITY**

- My Facility (or its authorized CVO or other agent) acknowledges that it is querying NAMSS PASS to obtain Practitioner affiliation information solely for credentialing purposes and not for any other purpose.
- My Facility certifies that it has an appropriate signed release on file for every Practitioner, which authorizes my facility to obtain Practitioner affiliation information from primary sources such as NAMSS PASS to be used for credentialing purposes.
- My Facility acknowledges that all Practitioner affiliation information contained in NAMSS PASS's database is submitted directly by Contributing Entities and that NAMSS PASS conducts no independent verification of this information. My Facility agrees to release and hold harmless NAMSS PASS, NAMSS, WIN/Staff, Inc., and their respective directors, officers, employees, agents, and attorneys from any and all liability and damages, to the fullest extent permitted by law that may result from a Contributing Entity's submission of inaccurate or incomplete Practitioner affiliation information.
- My Facility understands that it is completely and independently responsible for properly evaluating the Practitioner affiliation information that it obtains from NAMSS PASS and for any and all credentialing determinations that result from that evaluation. If additional information is required regarding a Practitioner's qualifications, My Facility can obtain it through the questions on our application forms, follow-up letters to a Health Care Entity, confidential evaluation forms sent to references, and/or phone calls to references.
- My Facility wishes to encourage all Health Care Entities to become Contributing Entities in furtherance of the goal of developing a comprehensive, national database of affiliation history. As such, My Facility agrees to release all Contributing Entities and their authorized representatives from any and all liability and damages, to the fullest extent permitted by law, and to not sue them, for contributing Practitioner affiliation information to NAMSS PASS. Consistent with the Health Care Quality Improvement Act, the only exception to this release is if a Contributing Hospital provides knowingly false information.

**IV. FEES FOR SERVICES**

To Be Determined

**V. CERTIFICATION AND AGREEMENT**

- 1. I certify that My Facility is a Health Care Entity as defined in these Terms of Service.**
- 2. I certify that I am authorized to agree to these Terms of Service on behalf of My Facility.**
- 3. By submitting this form, My Facility agrees to these Terms of Service and intends to be legally bound by them.**

## Good Standing Letter OPTION I

### Hospital Letterhead Graphic Header

#### CONFIDENTIAL PEER REVIEW DOCUMENT

Date

Person Making Query  
Name of Querying Entity  
Address  
City, State, Zip

Insert  
Picture of  
Practitioner

RE: [Practitioner Name] (License Number: [License Number], State: [State])

To Whom It May Concern:

This letter is to respond to your request for primary source verification regarding the status of the above-referenced practitioner at [Hospital Name]. Please note the following information:

<u>Dates of Affiliation</u>	<u>Specialty</u>	<u>Staff Category</u>	<u>Status</u>
Dates	Specialty	Staff Category	Good Standing

“**Good Standing**” means that no adverse professional review action as defined in the Health Care Quality Improvement Act has been taken regarding this practitioner. Specifically, neither the practitioner’s staff membership nor clinical privileges have been reduced, restricted, suspended, revoked, denied, or not renewed. For purposes of this letter, “**restricted**” means that no mandatory concurring consultation requirement has been imposed upon the practitioner (i.e., the practitioner must obtain a consult and the consultant must approve the course of treatment in advance).

If this information does not agree with your records or if you need additional information, please feel free to contact me at [Medical Staff Office Phone].

Sincerely,  
*Signature Graphic*

[Name of MSP]  
[Title of MSP]  
[Hospital Name]

Information in this letter last updated by [Hospital Name]: [Valid Date]  
Query Confirmation Number: [Confirmation Number]

#### Legend:

Green – Info submitted by person making inquiry

Red – Info submitted by your hospital

Blue – Graphics/text submitted by your hospital

Teal – Supplied by NAMSS/PHDB

Black – Text on letter that never changes, except for Date

## Good Standing Letter OPTION II

Date

CONFIDENTIAL PEER REVIEW DOCUMENT

Insert  
Picture of  
Practitioner

Person Making Query  
Name of Querying Entity  
Address  
City, State, Zip

RE: [Practitioner Name] (License Number: [License Number], State: [State])

To Whom It May Concern:

This letter is to respond to your request for primary source verification regarding the status of the above-referenced practitioner at [Hospital Name]. Please note the following information:

<u>Dates of Affiliation</u>	<u>Specialty</u>	<u>Staff Category</u>	<u>Status</u>
Dates	Specialty	Staff Category	Good Standing

“*Good Standing*” means as follows:

- (i) Our Hospital evaluates the six ACGME general competencies (patient care, medical/clinical knowledge, practice-based learning, interpersonal and communication skills, professionalism, and system-based practice) as part of our appointment, reappointment, and privileging processes;
- (ii) No adverse professional review action as defined in the Health Care Quality Improvement Act has been taken regarding this practitioner. Specifically, neither the practitioner’s staff membership nor clinical privileges have been reduced, restricted, suspended, revoked, denied, or not renewed. For purposes of this letter, “*restricted*” means that no mandatory concurring consultation requirement has been imposed upon the practitioner (i.e., the practitioner must obtain a consult and the consultant must approve the course of treatment in advance); and
- (iii) Our Hospital is unaware of any health issues that might affect the practitioner’s ability to practice safely and competently.

If this information does not agree with your records or if you need additional information, please feel free to contact me at [Medical Staff Office Phone].

Sincerely,  
*Signature Graphic*

[Name of MSP]  
[Title of MSP]  
[Hospital Name]

Information in this letter last updated by [Hospital Name]: [Valid Date]

Query Confirmation Number: [Confirmation Number]

Legend:  
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Red – Info submitted by your hospital  
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Teal – Supplied by NAMSS/PHDB  
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