

	Nurse Practitioners, Physician Assistants, and Psychologists Employed by MHP to Provide Only Off-Site Outpatient Services.
Nurse Practitioners, Physician Assistants, and Psychologists Employed by MHP to Provide Only Off-Site Outpatient Services. SPP: MS-13 Cancels: None Latest Revision or Review: 05/23/16	Formulated by: Administration Approved by: Date Approved: Effective Date:

**PURPOSE:** To establish process for Nurse Practitioners, Physician Assistants and Psychologists who are employed by MHP and provide services at MHP affiliated outpatient facilities.

**GUIDELINE STATEMENTS:**

**1. Determine the need to apply for non-physician practitioner membership at Major Hospital.**

- 1.1. A nurse practitioner, physician assistant or psychologist who performs either of the following must apply for staff membership and the appropriate specified services/privileges.
  - 1.1.1. Provides services to patients while physically present at Major Hospital and/or bill for services under the hospital's TIN.
  - 1.1.2. Orders any hospital services other than those allowed under SPP: MS-20.

**2. For the practitioners who do not require Major Hospital staff membership:**

- 2.1. The Human Resources Department shall maintain all documentation as required for employment.
- 2.2. Patient Financial Services will maintain all records required for billing.
- 2.3. Health Information Department or the Medical Staff Office shall maintain the MIS provider dictionary in Meditech.
- 2.4. The Medical Staff Office shall maintain:
  - 2.4.1. Copy of collaboration agreement for nurse practitioners or the supervisory agreement for physician assistants.
  - 2.4.2. Current Indiana license(s).
  - 2.3.3. Current Indiana Controlled Substance Certificate, if provider has prescriptive authority.
  - 2.3.4. Current Federal DEA Certificate, if provide has prescriptive authority.
  - 2.3.5. Current proof of professional liability insurance with participation in the Indiana Patient Compensation Fund.
  - 2.3.6. Current certification to the appropriate certification board if applicable
  - 2.3.7. National Practitioner Data Bank query.
  - 2.3.8. OIG query.

**3. It is the responsibility of the nurse practitioner, physician assistant or psychologist to provide:**

- 3.1. Documentation in an accurate and timely manner, as requested from Human Resources, Patient Financial Services, the Medical Staff Office, supervisor, or collaborating / supervising physician to maintain compliance with all regulatory, accreditation and billing organizations.
- 3.2. Maintain current and accurate collaborative agreements with the Indiana State Board of Nursing for nurse practitioners or supervisory agreements with the Indiana State Board of Medicine for physician assistants.

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3.2.3. The agreements should follow the template provided by the Indiana Professional Licensing Agency and be coordinated with the provider's supervisor and the collaborating/supervising physician.

3.2.4. Copies of all such documents shall be provided to the Medical Staff Office.

3.3. Renew licenses, Federal and State controlled substance certificates, and board certification in a timely manner.

3.4. Cooperate with any information/documentation request in regard to professional liability insurance in a timely manner.

3.5. Maintain documentation of continuing medical education as required for board certification.

#### 4. Reviewing & Revising

Reviewed	Revised
	05/23/16

**\*UPDATE WEBSITE WITH REVISIONS\***