

HEALTHWEST  
POLICY AND PROCEDURE

No. 02-011

Prepared by: \_\_\_\_\_ Effective Date: December 4, 1992  
Revision Date: June 27, 2017

Human Resources Committee

Approved by: \_\_\_\_\_ Subject: Verification of License,  
Certification, or  
Registration of HealthWest  
Professional Employees  
and Contracted  
Professional Providers

\_\_\_\_\_  
Julia Rupp, Executive Director

I. POLICY

All clinical services provided by HealthWest professional employees and contracted professional providers will be provided by clinicians who have an active professional license, certification, or registration issued by the State of Michigan consistent with payor requirements.

II. PURPOSE

To assure services rendered are provided by credentialed professionals through license, certification, or registration verification.

III. APPLICATION

All CMH employees and contracted professionals whose positions require licensure, certification, or registration.

IV. PROCEDURE

- A. The license, certification, or registration requirements of new hires and contracted professionals will be verified prior to hiring or signing of a contract.
- B. The HealthWest Employee Resource Coordinator/Contract Specialist will monitor expiration dates and prompt staff, Supervisors, and contracted professional providers when a license, certification, or registration needs to be updated.
- C. The HealthWest Employee Resource Coordinator/Contract Specialist will verify the license, certification, or registration via the State of Michigan Department of Licensing and Regulatory Affairs website. This website provides information as to whether a license, certification, or registration is valid, and identifies pending and/or completed disciplinary actions or open formal complaints.

- D. Pending disciplinary actions or open formal complaints will be brought to the immediate Supervisor's attention.
- E. One copy of the website verification will be placed in the employee's/contracted professional's electronic human resources file. A copy of the contracted professional's website verification will be filed in his/her contract file by the Contract Specialist.
- F. Immediate Supervisors/Contract Specialists are responsible for assuring compliance with these license, certification, or registration requirements.
- G. Immediate Supervisors/Contract Specialists must report through the chain of command to the HealthWest Executive Director/Designee any situation where an employee/contracted professional fails to obtain and/or maintain proper license, certification, or registration as required by the employee's/contracted professional's position classification/contract. The immediate Supervisor will also report if there are any disciplinary actions or open formal complaints pending.
- H. HealthWest administration may institute discipline when employees/contracted professionals fail to adhere to this policy, up to and including possible termination of employment.
- I. Agency employed and contracted professionals are responsible to obtain and maintain a State of Michigan license, certification, or registration related to their professional discipline, as required by their County position or contract.

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