**CREDENTIALING REQUIREMENTS FOR PROVIDERS**

* MDHHS defines the credentialing requirements all providers must follow in their documents titled: [MDHHS Credentialing and Re-credentialing Processes](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Folder3/Folder82/Folder2/Folder182/Folder1/Folder282/Provider_Credentialing.pdf?rev=5fd6fea3eac6466d8caee4a240957b24&hash=DED00CBA6EA416C260D50248F8BA178C), MDHHS/PIHP Contract, and in the [Medicaid Provider Manual](https://www.michigan.gov/mdhhs/doing-business/providers/providers/medicaid/policyforms/medicaid-provider-manual) for program specific requirements. Please review all documents completely as you must adhere to all.
* Your contract with HealthWest delegates internal staff credentialing to you as the provider. It is your responsibility to ensure your staff are qualified to perform the services identified in your contract both before hire and throughout employment. See policies 10-004 and 02-026 for specifics.
* LRE staff will credential you as a provider from an organizational standpoint. See policies 10-004 and 02-026.
* It is suggested that you keep a credential file for each of your clinical staff. See the Provider Clinical Quality Checklist for a template of what’s required and may be requested during an audit.

**FAQ’s**

Q: How do I know what qualifications my staff need to have?

A: Look up the service code (CPT/HCPC) requirements within the [MDHHS Behavior Health Code Charts and Provider Qualifications](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting) spreadsheet for the current fiscal year. Both the Code Chart and Provider Qualifications tabs will identify staffing requirements.

Q: What staff do I need to formally credential?

A: MDHHS requires agencies to formally credential any staff listed with items A. – S. in the MDHHS Provider Credentialing and Credentialing Process document. Essentially this equates to anyone with a LARA license. You’re still required to ensure other clinical staff meet applicable billing requirements. Use the Provider Quality/Credential Checklist as a guide for required checks and documentation each staff file should contain.

**Related Policies**

02-026 – Credentialing and Re-Credentialing Requirements of HealthWest Employees, Licensed Independent Practitioners, and Designated Collaborating Organization (DCO) Staff

10-004 – Credentialing and Re-Credentialing of Contracted Organizational Providers and Provider Staff

02-030 – Background Check Policy