



**HEALTH CARE SERVICES  
DIRECTIVE-ADULT  
Manual of Policies and Procedures**

Title

**CREDENTIALING OF EMPLOYEES**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5	01-02-101 01-02-106	National Correctional Health Care Standards

I. PURPOSE:

This Health Care Services Directive (HCS D) describes the requirements for credentialing of Health Services employees providing health services to incarcerated adults.

II. GUIDELINES:

- A. All qualified health care professionals employed by the Department must be licensed, certified, and/or registered. Limitations on these credentials that restrict practice to “corrections only” are not acceptable.
- B. All professionals such as MD, DO, DDS, PsyD, PhD, and APNs must be credentialed by the Contracted Medical Vendor and approved by the Chief Medical Officer (CMO) or designee.
- C. The Health Services Administrator (HSA) or designee ensures that prospective new hires undergo a credentialing verification process that confirms the employee has a current Indiana license, certification, or registration. Documentation of proper credentials shall be obtained in advance of start of employment.
- D. The credentialing process includes inquiry regarding sanctions or disciplinary actions of state boards, employers, and the National Practitioner Data Bank (NPDB).
- E. It is the responsibility of the individual professional to maintain all credentials as current. It is the HSA’s responsibility to maintain copies of these credentials on site, and to alert the individual professional if there are

HEALTH CARE SERVICES DIRECTIVE-ADULT			
Indiana Department of Correction			
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Number 1.04A	Effective Date 4/1/2022	Page 2	Total Pages 2
Title <b>CREDENTIALING OF EMPLOYEES</b>			

missing or outdated credentials on file. No Health Services employee may continue to provide care in the absence of current credentials.

- F. Health care professionals must not perform tasks beyond those permitted by their credentials or according to State laws and regulations governing their practices.
  
  - H. In the event that students or interns are present in any Department facility, these individuals shall only be permitted to provide services commensurate with their training and education, and under the direct supervision of fully qualified and credentialed personnel. A letter from the student/intern's training program stating that the student/intern is in good standing must be on file. If a medical student, medical intern, or medical resident are formally rotating in the Department, a letter of good standing and proof of malpractice insurance is required prior to the individual beginning the assignment. A Memorandum of Understanding (MOU) shall be established between the training program/school and the contracted Medical vendor. **Students or interns agree in writing to abide by all facility policies, including those relating to the security and confidentiality of information.**
  
  - I. Specialists providing onsite or tele-health care services have appropriate licenses and certifications on file.
- III. APPLICABILITY:
- This Health Care Services Directive is applicable to all facilities providing Health Services to incarcerated adults.

signature on file

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Kristen Dauss, MD  
Chief Medical Officer

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Date