

Credentialing Procedures

The following criteria must be provided to the Secretary each year, or more often as requested:

- 1. The provider's business must be 100% owned by an occupational, physical or speech therapist.
- 2. The managing therapist must maintain controlling interest in the business.
- 3. The managing therapist must be licensed and/or certified in Arizona and practicing and residing in Southern Arizona.
 - a. Copy of current license to be provided annually.
- 4. The managing therapist must be a member in good standing with his/her national and state professional associations.
 - a. Copy of annual membership verified.
- 5. All of the therapists of the provider must also be members in good standing with their national and state professional associations.
 - a. Copy of annual membership for therapists verified
- 6. All of the practicing therapists of the provider must be licensed and/or certified in the State of Arizona.
 - a. Copy of licenses for all therapists provided annually
- 7. All of the practicing therapists of the provider must have 20 documented contact hours of continuing education per year, at least 75% of which must be clinically oriented.
 - a. Copy of continuing education certificates provided annually
- 8. Each provider must maintain professional and business liability coverage of at least \$500,000 per occurrence and \$1,000,000 aggregate.
 - a. Copy of insurance policies with endorsement notifying SATnet of cancellation.
- 9. Neither the provider nor any of the therapists nor any other professionals exhibit questionable professional malpractice or ethics issues pertaining to the professional practice of physical, occupational or speech therapy.
 - a. License checked with AZ PT Board annually
- 10. Neither the provider, nor any of its therapists, nor any other of its professionals exhibit questionable business ethics issues pertaining to the professional practice of physical, occupational or speech therapy. This includes issues of fraudulent practices or over billing of patients, employers or third party payors.
 - a. Licenses checked with AZ PT Board annually.
- 11. The practice must meet or exceed Medicare standards and be eligible for Medicare certification when applicable.
 - a. Practice must submit Medicare
- 12. Each provider must have equipment sufficient for the provision of services appropriate to the needs of its practice.
 - a. Inspect facilities bi-annually or upon opening of new facility for adequacy of equipment.

- 13. All managing therapists of the provider must have a minimum of three years active clinical experience.
 - a. All therapists must submit current curriculum vitae annually.
- 14. The ratio of therapist to support personnel actively assisting in patient care responsibilities shall not exceed one therapist to two support staff.
 - a. Clinics must submit staffing ratio/plan
- 15. The practice must be free from referral for profit arrangements.
 - a. Practice must submit ownership of clinic upon approval for membership and provide any changes annually.
- 16. The provider does not discriminate on the basis of race, color, national origin, sex, age, religion, ancestry, marital status, place of residence or health status in determining either the treatment to be provided or the quality of services delivered.
 - a. Providers must post EEOC posters in employee area. Verified at annual site visit.
- 17. The provider maintains patient and business records in compliance with federal and state and contractual guidelines.
 - a. Charts selected at random and reviewed an annual site visit.
- 18. The provider must be willing to have its representative serve on the Board of Directors or on a Committee thereof at least once every three years.