

Vendor Credentialing Standards for Hospitals



These standards were developed by a multidisciplinary committee of HealthTrust members. Hospitals throughout the U.S. are encouraged to adopt these recommended guidelines to gain consistency in credentialing standards across the industry.

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Tier 1: Non-employee provides non-clinical services in a secured/sensitive area of the facility

Tier 2: Provides patient care or related treatment services

Immunizations

Immunizations	Applicable Tiers	Evidence Requirement	Frequency/Series	Dose Administration	Comments
Varicella	All	Immunization or titer	One Time	2 Doses	Declination or Medical Exemption will be considered case by case
MMR	All	Immunization or titer	One Time	2 Doses	Declination or Medical Exemption will be considered case by case
TDAP	All	Immunization or titer	Every 15 years	1 Dose	Declination or Medical Exemption will be considered case by case
Influenza	All	Vaccine	Annually	N/A	Seasonal Requirement (August through April)
Hepatitis B	All	Immunization or titer	One Time	3 Doses	Declination Mask required
TB	All	Test results; if positive test, require chest X-ray and TB questionnaire	Annually	N/A	

Other

Other	Applicable Tiers	Evidence Requirement	Renewal Frequency	Exceptions	Comments
Online Application	All	Attestation by HCIR	Annual	N/A	
Scope of Service	2	HCIR to Sign, date & print Name	Annual	N/A	Pre-Approved Document from facility Active/Non-expired evidence
Photo ID	All	Passport/Military ID/Driver's License	None	N/A	
User Agreement	All	Attestation by HCIR	Annual	N/A	
Governance/Facility review of contractor performance for contracted services in accordance with accreditation body requirements	All	Documented meeting minutes and/or Contractor Feedback Form	Annual	N/A	Performance reviews by facility and not by the VCO or Credentialing Team

Background Screening

Background	Applicable Tiers	Evidence Requirement	Renewal Frequency	Exceptions	Comments
Verify current employment in good standing	All	Letter from the employer providing hired date	Every 5 years	N/A	
Verify 5 year employment history lookback	All	Search results conducted or submitted by facility/third party	Every 5 years	Satisfied if evidence of employer not changing is provided	
Criminal record search (National and County)	All	Redacted background report or summary background report	Every 5 years	N/A	
Sex Offender Registry	All	Search results conducted or submitted by facility/third party	Every 5 years	N/A	
GSA, OIG, OFAC (Exclusion/sanctions lists)	All	Search results conducted or submitted by facility/third party	Monthly	N/A	
Confirmation of satisfactory evaluations by employer	All	Letter from the employer	Annually	N/A	
Professional license verification	All	Primary Source Verification	Upon Expiration	N/A	
Formal education relevant to scope of service	All	Primary Source Verification	One Time	N/A	

Training Requirements

Training Requirements	Applicable Tiers	Evidence Requirement	Renewal Frequency	Exceptions	Comments
Code of Conduct	All	Certificate/Letter from Employer w/ dates or Course Completion Certificate	Annual	N/A	
HIPPA Privacy & Security Rules	All	Certificate/Letter from Employer w/ dates or Course Completion Certificate	Bi-Annual	N/A	
Blood Borne Pathogen	Tier 2 entering OR	Certificate/Letter from Employer w/ dates or Course Completion Certificate	Annual	N/A	
Operating Room Protocol training	Tier 2 entering OR	Certificate/Letter from Employer w/ dates	None	N/A	Not relevant to people who are NOT entering the operating room
Professional Product training (or letter of competency)	All	Certificate/Letter from Employer w/ dates	None	N/A	
Certificate of insurance/proof of Workers' Compensation	All	General Liability and Product Liability based on state minimums	Annual	N/A	General/Product by Role or Professional Services
Orientation	All	Conducted by facility or via Credentialing Provider	Annual	N/A	

Drug Screening

Drug Screening	Applicable Tiers	Evidence Requirement	Renewal Frequency	Exceptions	Comments
Amphetamines	All	Satisfactory Laboratory Report	One Time	Testing requirements will be re-evaluated every two years; Testing may be requested upon reasonable suspicion.	Requirements are subject to change based on a two year reevaluation schedule. Renewal is dependent on requirements changing.
Barbiturates	All	Satisfactory Laboratory Report	One Time	Testing requirements will be re-evaluated every two years; Testing may be requested upon reasonable suspicion.	
Benzodiazepines	All	Satisfactory Laboratory Report	One Time	Testing requirements will be re-evaluated every two years; Testing may be requested upon reasonable suspicion.	
Cannabinoid/Marijuana	All	Satisfactory Laboratory Report	One Time	Testing requirements will be re-evaluated every two years; Testing may be requested upon reasonable suspicion.	
Methadone	All	Satisfactory Laboratory Report	One Time	Testing requirements will be re-evaluated every two years; Testing may be requested upon reasonable suspicion.	
Opiates including (Codeine, Morphine, Hydromorphone, Oxymorphone, 6-Acetylmorphine, Oxycodone)	All	Satisfactory Laboratory Report	One Time	Testing requirements will be re-evaluated every two years; Testing may be requested upon reasonable suspicion.	
Cocaine	All	Satisfactory Laboratory Report	One Time	Testing requirements will be re-evaluated every two years; Testing may be requested upon reasonable suspicion.	

Sharing this information is encouraged. HealthTrust has made the standards publically available to its members and non-members to promote efficiencies across the industry.
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