

**Health Center Name**  
**Primary Source Verifications Checklist**  
**To Be Completed Within 120 Days of Receiving a Complete**  
**Initial or Reappointment Medical Staff Application**

- Review current Resume or Curriculum Vitae (CV) along with application, and account that all dates are in month/year format from completion of training to present. Red flag any gaps according to P & P
- Review and red flag any disciplinary and/or malpractice History for the Credentialing Committee Chair's review; to include provider statements explaining past & current actions, plus provide any legal documents pertaining to malpractice suits
- Verify Medical Degree(s) or Training Program(s) as applicable or if not previously verified
- Verify ECFMG, if applicable or not previously verified
- Verify Fifth Pathway, if applicable or not previously verified
- Verify of Board Certification(s) as applicable and according to P & P
- Verify Utah State License is Current and in Good Standing – red flag if not
- Verify DEA and/or Utah Controlled Substance Certificate, if applicable
- Verify Provider's Not Sanctioned by OIG – red flag if listed
- Produce NPDB – red flag if there are reports
- Produce FSMB for Physicians and Physicians Assistants only
- Produce Criminal Background Check According to P & P
- Verify relevant work history affiliations according to P & P
- Verify references according to P & P
- Highlight any privileges or clinical area of expertise for which there's no reference for Credentialing Committee Chair and/or Medical Director's review

Comments Including Date of Application (or Due Date Reappointment)

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Date Medical Director and/or Credentialing Committee Designee Approval Obtained:

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Date Reviewed and Approved by Board Meeting:

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