

## Frequently Asked Questions by Providers re: Credentialing



- 1. Are there any exceptions for the requirement of Board Certifications?** Yes. Board certification is not required for chiropractors, practitioners who began practicing prior to the availability of the boards, or practitioners that practice solely in rural counties. Additionally, practitioners completing their residency/fellowship within the past three years that intend to become board certified or practitioners completing board certification that requires additional completion time may be approved as exceptions. \*Please note that practitioners excepted from the board certification requirement must complete an adequate number of CMEs to participate.
- 2. If required, what is considered an adequate number of CMEs?** Practitioners must maintain one hundred and fifty (150) CME credits over the previous three (3) years, of which sixty (60) must be Category 1 Credits. Podiatrists and Dentists must have evidence of a minimum of forty-five (45) continuing education credits over the previous three (3) years.
- 3. What is considered an urban county?** An urban county has been designated as a metropolitan statistical area according to Federal Census Bureau data published in 2003.
- 4. What is considered a rural county?** A rural county has *not* been designated as a metropolitan statistical area according to Federal Census Bureau data.
- 5. Which boards will Gateway accept?** Gateway's recognized boards include American Board of Medical Specialties (ABMS), American Osteopathic Association (AOA), American Board of Podiatric Surgery (ABPS), American Board of Podiatric Orthopaedics and Primary Podiatric Medicine (ABPOPPM), American Board of Oral & Maxillofacial Surgery (ABOMS).
- 6. I have a license for two (2) states, are both required?** Yes. A copy of a valid, current and unrestricted license in good standing from each state in which the practitioner practices is required. If you have a

license that is restricted, you will not meet Gateway's credentialing standards.

- 7. How much time do I have in order to submit my recredentialing application?** Providers generally have two months to return a completed application from the date of Gateway's first recredentialing application request. All recredentialing application mailings include the required submission deadline. Adherence to the submission timeframe will be necessary to process the application in compliance with governmental and accreditation standards. If a completed application is not returned within the specified timeframe, providers may be terminated from participation with Gateway.
- 8. How far back does my malpractice history have to be reported?** A 10 year look back period is followed.
- 9. How current must my attestation be with my application?** The attestation must be signed within 180 days of the credentialing decision. If the application is not considered a clean application and the review takes additional time, the credentialing department may ask for an updated signature for the attestation prior to making a decision.
- 10. What are the requirements around admitting privileges?**  
Practitioners must have admitting privileges or the "ability to impact care" of a patient in at least one Gateway participating hospital or, written documentation of a formal inpatient coverage arrangement with another Gateway participating practitioner with admitting privileges in the same or likely specialty as the applicant provided with the application.
- 11. I am not participating with the Pennsylvania Medical Assistance program; can I still be credentialed for Medicare?** Yes.  
Practitioners may limit their participation to Gateway's Medicare Assured<sup>®</sup> plan.
- 12. How does Gateway handle practitioners on active military assignment or maternity leave?** Gateway requires the practitioner or his/her office to notify Gateway in writing. The written notice should include the date or estimated date that the practitioner is called to active duty or begins the leave, as well as the expected return date. The written notification must also indicate the practitioner who will be covering the Gateway practitioner during his or her leave. Gateway will not terminate a practitioner called to active military duty, on maternity leave or on an approved sabbatical, if appropriate coverage is in place. The practitioner should notify Gateway of their return as soon as possible, not to exceed ten business (10) days from the date of their return.