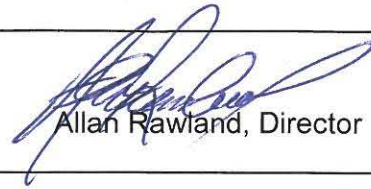


**County of San Bernardino
Department of Behavioral Health**

Medical Services Credentialing Procedures

Effective Date 07/01/2009
Revision Date 10/14/2011


Allan Rawland, Director

Purpose To explain the stages of the credentialing process which the Department of Behavioral Health (DBH) medical staff must complete to provide services.

Application Procedure The following table describes the steps of the Medical Services credentialing application procedure:

Step	Action
1	Medical Services provides DBH medical staff with an application packet.
2	Physician forwards completed application packet to: County of San Bernardino Department of Behavioral Health 268 W. Hospitality Lane, Suite 400 San Bernardino, CA 92415-0026 ATTN: Medical Services
4	Medical Services performs the following: <ul style="list-style-type: none">• Reviews application for correct and thorough completion• Runs reports from the following agencies:<ul style="list-style-type: none">- National Practitioner Data Bank- Exclusion Program of the Office of Inspector General (OIG), the List of Excluded Individuals/Entities (LEIE)- Medi-Cal Suspended and Ineligible (S & I)- Excluded Parties List System (EPLS)- Appropriate board verifying provider's professional license is valid and in good standing
5	Medical Services forwards completed credentialing application to credentialing agency.
6	Application process is complete upon receipt of a clear credentialing report.

Related Policies

DBH Standard Practice Manual, QM6008: [Credentialing Policy](#)
