MSHN
Mid-State Health Network

Directions: Please complete each column with information for each personnel file selected for review. Upload completed review tool and documentation/evidence to Box.

MSHN –Individual Practitioner Credentialing Review Worksheet	
Provider: Click or tap here to enter text.	**Date of Review:** Click or tap to enter a date.
Reviewer: Click or tap here to enter text.	

Utilize columns to identify Staff Initials/Title/Date of Hire	Staff 1:	Staff 2:	Staff 3:	Staff 4:	Staff 5:	Staff 6:	Staff 7:	Staff 8:
Credentialing File Review								
Primary Source Verification (PSV) Completion and Timeliness								
Proof of Liability Coverage (if applicable)								
Staff providing supervision must have one of the following MCBAP credentials or an established development plan leading to certification in one of the credentials: CPC-M, CPC-R, CPS-M, CPS, CHES, NCHEC, CCS-M, CCS, DP-S (Supervisory level development plan), ASAM, APA								
Supervision is provided by a CCS-M, CCS-M Development Plan, CCS, CCS Development Plan, or an approved alternative certification for staff who have a CADC-M, CADC, CAADC, DP-C, CCJP, CCDP, or CCDP-D.								
Staff working as a Substance Abuse Treatment Specialist (SATS) have: Licensure as a MD/DO, PA, NP, RN, LPN, LP, LLP, TLLP, LPC, LLPC, LMFT, LLMFT, LMSW, LLMSW, LBSW, or LLBSW and working within their licensure-specific scope of practice AND a *Development Plan - Counselor, or * Has a time limited exception plan approved by the PIHP, or								

* Has a CADC-M, CADC, CAADC, CCJP, or * Has an approved alternative certification: ASAM, APA, UMICAD								
Staff working as Specifically Focused Treatment Staff have: Licensure as a MD/DO, PA, NP, RN, LPN and working within their licensure-specific scope of practice AND not providing treatment services								
Staff providing work as a Substance Abuse Treatment Practitioner (SATP) have: MCBAP Development Plan AND Supervised by a CCS-M, CCS, or DP-S								
Criminal Background Check, national sex offender registry check, state sex offender registry check, and central registry check (for those working with children) conducted as a condition of employment for all new employees, subcontractor, subcontractor employee, and volunteers (including students and interns) *Criminal Background check initially and at a minimum every 2 years. **Central Registry, National Sex Offender Registry and Michigan Sex Offender Registry completed prior to hire. ***Central Registry is applicable only for individuals working directly with children.								
No prior convictions identified. If so, convictions have been identified and do not prohibit PIHP funding and services.								
No Medicaid/Medicare Sanctions *Initially and ongoing monthly								

2025 MSHN Staff Credentialing Tool

Medication Assisted Treatment (MAT)								
If administering methadone, holds an appropriately licensed MD/DO, PA, NP, clinical nurse specialist, RN, LPN, or pharmacist								

Acupuncture								
If providing acupuncture services, staff must have be a Medical Doctor (MD), a Doctor of Osteopathy (DO), a Registered Acupuncturist, or an Acupuncture Detoxification Specialist (ADS) issued by NADA. An ADS must hold a Certificate of Training in Detoxification Acupuncture and be under the supervision of a person licensed to practice medicine in the state.								

Staff Credentialing Findings and Corrective Action

Strengths:

Findings:

Recommendations: