

**Job Sheet**

**Monthly/Annual Process(s):**

1. Professional Practice Evaluation (PPE)/FPPE Process

**Position:** Credentialing Liaison (CL)

| <b>Main Steps</b>   | <b>Breakdown Steps</b>   | <b>Red Flags<br/>(Items to watch out for,<br/>what can go wrong)</b>                             | <b>Why</b>   | <b>Tips and Tools</b> |
|---|--|--|--|-----------------------|
| <ol style="list-style-type: none"> <li>1. PPE (FPPE/OPPE).</li> </ol> | <ol style="list-style-type: none"> <li>1. Entity/Department Specific.</li> <li>2. If requested by department/clinic gather supporting paperwork (e.g. chart review, peer review) and signatures to meet deadline.</li> </ol> | <ul style="list-style-type: none"> <li>• Meets end of month deadline assigned by MSA.</li> </ul> | <ul style="list-style-type: none"> <li>• To meet regulatory requirements for accreditation.</li> <li>• To ensure provider is competent to practice privileges granted.</li> <li>• Ongoing evaluation (6-8 months) of provider's competencies.</li> </ul> |                       |