

Job Sheet – Main

As Needed Process(s) Name:

1. Terminations

Position: Credentialing Liaison (CL)

Main Steps	Breakdown Steps	Red Flags (Items to watch out for, what can go wrong)	Why	Tips and Tools
1. Terminations.	<ol style="list-style-type: none">1. Provider submits resignation letter.2. CL notifies CVO.3. CL completes Termination Memo and applicable signatures and emails CVO.4. CVO updates system and updates downstream systems.		<ul style="list-style-type: none">• To ensure integrity of provider data.	