

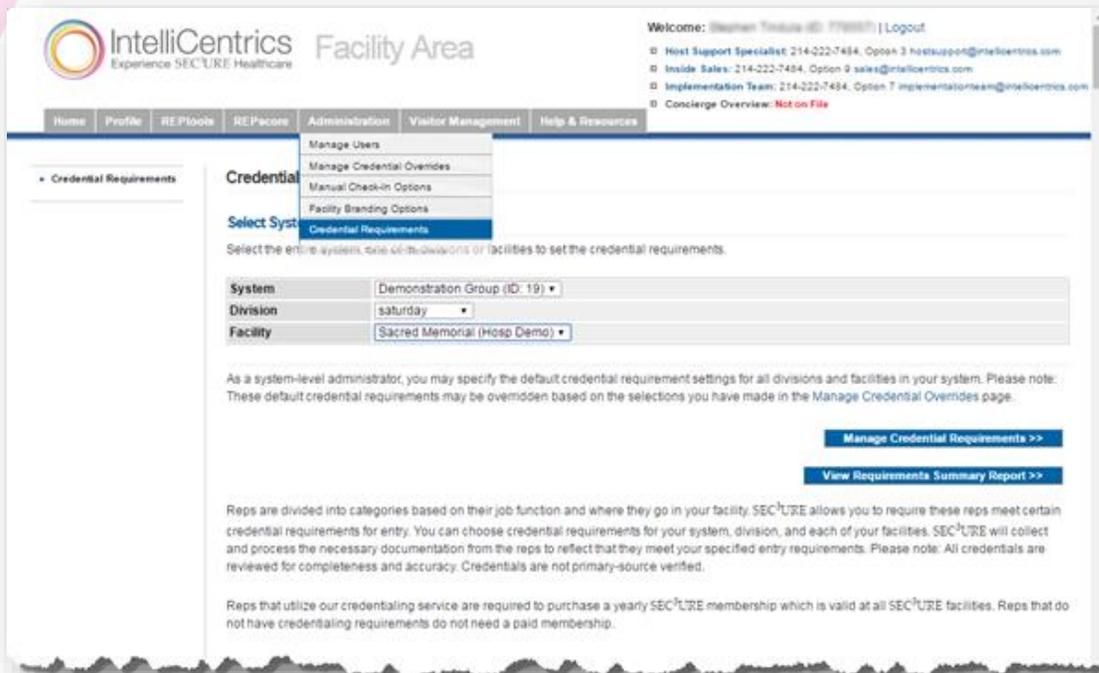
System Administrators: Review & HCIR / Rep Credential Requirements

Look under: **Administration** tab → **Credential Requirements**

Credentialing is the process of obtaining, reviewing and monitoring an individual's qualifications, including identification, licensure, certification, training, expertise, competence and other information as required. The credentialing process is the basis for making appointments with medical staff and provides information for the process of granting facility-access privileges to vendor representatives and other decisions in the organization.

Your facility's Credential Requirements were first setup with The SEC³URE Standard during the original implementation. To keep up with changing regulations and healthcare industry trends, you should review your facility credential requirements and then adjust where appropriate.

However, you should feel confident that setting The SEC³URE Standard credentials for your facility are based on historical like-facility usage and governing bodies.



The screenshot displays the IntelliCentrics Facility Area interface. At the top, the IntelliCentrics logo and "Experience SEC³URE Healthcare" are visible. The page title is "Facility Area". A navigation menu includes "Home", "Profile", "REPools", "REPcores", "Administration", "Visitor Management", and "Help & Resources". The "Administration" menu is expanded, showing options like "Manage Users", "Manage Credential Overrides", "Manual Check-in Options", "Facility Branding Options", and "Credential Requirements" (which is highlighted). Below the menu, the "Credential Requirements" section is active, showing a "Select System" dropdown menu with "Demonstration Group (ID: 19)" selected. Other dropdowns for "Division" (set to "saturday") and "Facility" (set to "Sacred Memorial (Hosp Demo)") are also visible. The page includes instructions for system-level administrators and buttons for "Manage Credential Requirements >>" and "View Requirements Summary Report >>".

REVIEW FACILITY CREDENTIAL REQUIREMENTS

Administration tab → Credential Requirements → **Manage Credential Requirements**; *this page could take a moment to load as there are 22 user categories.*

Each credential option is listed. Select the [?] to the right of the credential name for a definition and how the HCIR's can satisfy the requirement.

If there is an **Accept Declination** option, this document is an electronic document that the HCIR signature states they understand the risks, but at this time they are not supplying vaccine information (*the number of facilities accepting declination is dwindling*). If an HCIR cannot supply the vaccine information and your health system does not want to accept a declination form, the option of a medical or religious exemption is also available.

The **Community Percentage %** listed further to the right is the percentage of SEC³URE facilities across the nation that require a credential from a specific rep category. This is to assist you during the credential selection process.

The **Kiosk Enforcement Date** tells you when the credentials were dropped into the system.

Contact the IntelliCentrics Host Support Team to schedule a consultation before making any adjustments to your facility's credential requirements: HostSupport@IntelliCentrics.com | 214.222.7484, Option 3.

You may also sign-up for live webinar training available under **Help & Resources > Support**

Credential Requirements

Facility - Sacred Memorial (Hosp Demo)

Check requirement checkboxes below for each rep category and click Update Requirements to save. Reps will also be asked to submit a Consent of Use form. View descriptions of credentials here.

Community Percentage: This is the percentage of SEC³URE facilities across the nation that require a credential from a specific rep category. This is to assist you during the credential selection process. The percentage can be found next to each credential selection.

Requirement Enforcement Date: Leading up to this date, your reps will be notified of their outstanding requirements, but they will not be denied entry at your kiosk. If you wish to enforce requirement compliance at the kiosk today, enter today's date.

[Set Requirements by Exposure Factor >>](#)

[Update Requirements >>](#)

Requirement Enforcement Date: 2015-01-01 | yyyy-mm-dd

Requirements Grace Days: 30 | Number of days given to all affected reps to submit new credentials checked after your initial Requirement Enforcement Date. Grace day changes will apply to ALL new credentials or changes to existing credentials. Grace days can be updated at any time. Email communications to the rep will begin immediately. System- and division- level administrators have the ability to override and change a facility's ability to use this feature.

Requirements Last Updated By: Jason McGee (ID: 632161) on 2016-10-19 12:14:02 (changes tracked since Feb 25th, 2009)

Exemption Request Policy: Reps may submit exemption requests for some credentials, but they must be reviewed by you before they are valid for access. They are detailed here: [Exemption Request Reviews](#)

Do not accept these credentials for entry until review is completed (most secure)

Accept these credentials as valid while they are waiting for review

Please note: All credentials are reviewed for completeness and accuracy. Credentials are not primary-source verified.

Clinical Contract Provider with access to OR/Patient Care Areas

Vaccination & Medical Credentials Required	Community %	Kiosk Enforcement Date
<input checked="" type="checkbox"/> Chicken Pox [?]	85%	2016-04-09
<input checked="" type="checkbox"/> Hepatitis B [?]	82%	2016-04-23
<input checked="" type="checkbox"/> MMR - Measles, Mumps and Rubella [?]	88%	2015-12-19

SET CREDENTIAL REQUIREMENTS GRACE DAYS FOR HCIRS / REPS

Requirements Grace Days provide time for your HCIR / Vendor Representative populations to fulfill their outstanding credential requirements while they continue conducting business at the facility.

Requirement Enforcement Date: Leading up to this date, your reps will be notified of their outstanding requirements, but they will not be denied entry at your kiosk. If you wish to enforce requirement compliance at the kiosk today, enter today's date.

[Set Requirements by Exposure Factor >>](#)
[Update Requirements >>](#)

Requirement Enforcement Date: 2015-01-01

Requirements Grace Days: **30** • Number of days given to all affected reps to submit new credentials checked after your initial Requirement Enforcement Date. Any changes will apply to ALL new credentials or changes to existing credentials. Grace days can be updated at any time. Immunizations to the rep will begin immediately. System- and division- level administrators have the ability to override and a facility's ability to use this feature.

Requirements Last Updated By: **45**

Exemption Request Policy: Do not accept these credentials for entry until review is completed (most secure)
 Accept these credentials as valid while they are waiting for review

Please note: All credentials are reviewed for completeness and accuracy. Credentials are not primary-source verified.

Clinical Contract Provider with access to OR/Patient Care Areas

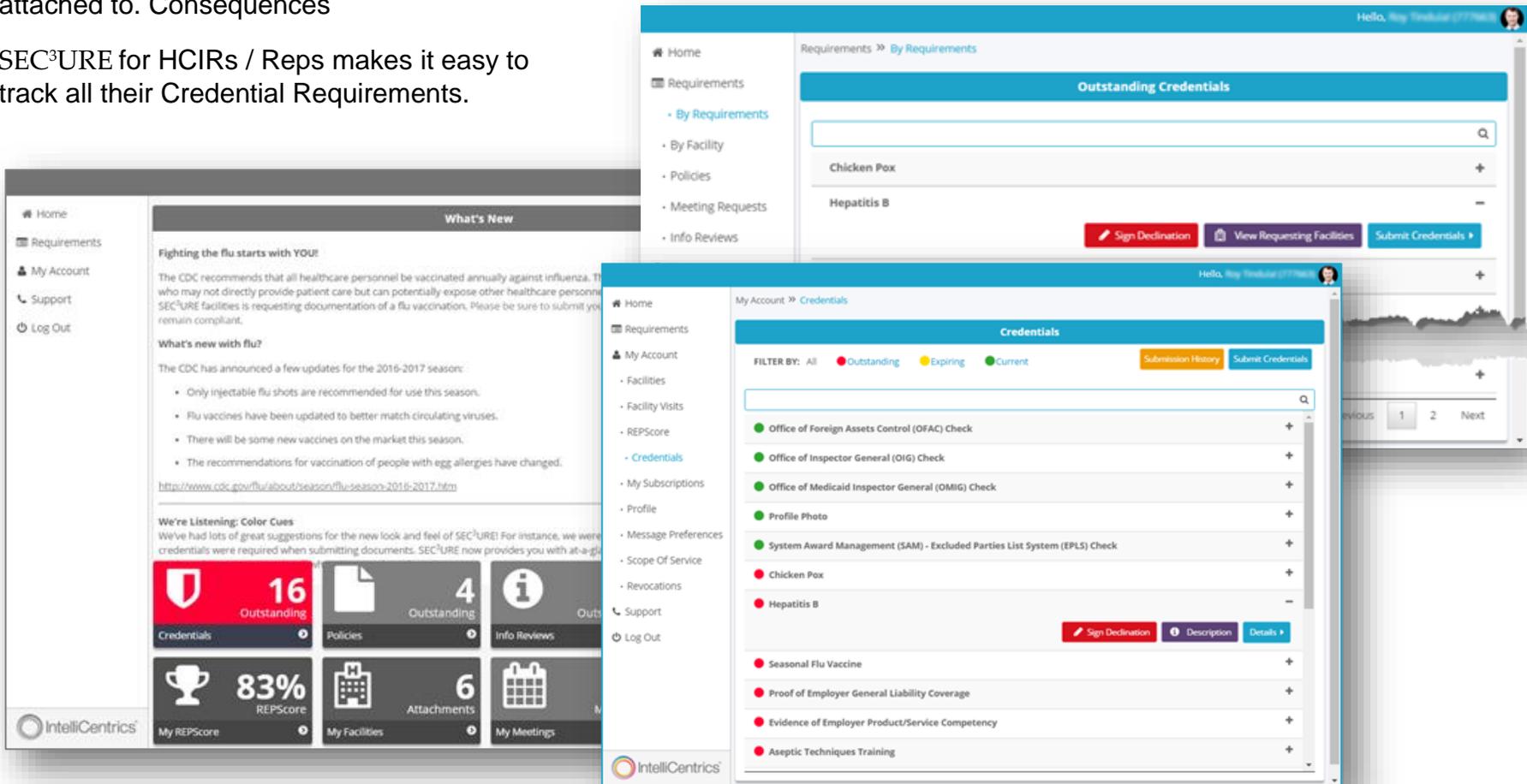
Vaccination & Medical Credentials Required	Community %	Kiosk Enforcement Date
<input checked="" type="checkbox"/> Chicken Pox [?]		85% 2014-04-02
<input checked="" type="checkbox"/> Hepatitis B [?]	<input checked="" type="checkbox"/> Accept Destination: Hepatitis B Destination Form	81% 2016-04-23
<input checked="" type="checkbox"/> MMR - Measles, Mumps and Rubella [?]	<input type="checkbox"/> Accept Destination: MMR Attestation of pre-1957 birth date in lieu of shots	88% 2013-12-19
<input checked="" type="checkbox"/> Seasonal Flu Vaccine [?]	<input checked="" type="checkbox"/> Accept Destination: Influenza Destination Form in lieu of Flu Shot	84% 2013-12-19

HCIRS / REPS REVIEW AND SUBMIT CREDENTIALS THROUGH IntelliCentrics SEC³URE

Healthcare Industry Representatives (HCIRs) who utilize our credentialing service are required to purchase a yearly SEC³URE subscription which is valid at all SEC³URE facilities. If HCIRs / Reps are only attached to facilities where credentialing requirements are unnecessary, they do not pay for the subscription (*this is our "Base" subscription*).

Because SEC³URE utilizes healthcare industry and regulatory best practices across 10,000 facilities, HCIRs / Reps only need to submit their credential proof documentation once to satisfy their requirements. The proof will be applied to all facilities they have attached to. Consequences

SEC³URE for HCIRs / Reps makes it easy to track all their Credential Requirements.



The image displays two overlapping screenshots of the IntelliCentrics SEC³URE web application interface.

Top Screenshot: Outstanding Credentials

- Header:** Requirements » By Requirements
- Section:** Outstanding Credentials
- Search:** A search bar is present.
- Items:**
 - Chicken Pox (+)
 - Hepatitis B (-)
- Buttons:** Sign Declaration, View Requesting Facilities, Submit Credentials

Bottom Screenshot: Credentials

- Header:** My Account » Credentials
- Section:** Credentials
- Filter:** FILTER BY: All, Outstanding (red dot), Expiring (yellow dot), Current (green dot). Buttons for Submission History and Submit Credentials.
- Search:** A search bar is present.
- Items:**
 - Office of Foreign Assets Control (OFAC) Check (+)
 - Office of Inspector General (OIG) Check (+)
 - Office of Medicaid Inspector General (OMIG) Check (+)
 - Profile Photo (+)
 - System Award Management (SAM) - Excluded Parties List System (EPLS) Check (+)
 - Chicken Pox (+)
 - Hepatitis B (-)
 - Seasonal Flu Vaccine (+)
 - Proof of Employer General Liability Coverage (+)
 - Evidence of Employer Product/Service Competency (+)
 - Aseptic Techniques Training (+)
- Buttons:** Sign Declaration, Description, Details

Left Panel (Common to both):

- Home
- Requirements
- My Account
- Support
- Log Out

Bottom Panel (Common to both):

- What's New: Fighting the flu starts with YOU! (CDC recommendation for annual influenza vaccination).
- What's new with flu? (CDC updates for the 2016-2017 season).
- We're Listening: Color Cues (Suggestions for the new look and feel of SEC³URE).
- Summary Cards:
 - Credentials: 16 Outstanding
 - Policies: 4 Outstanding
 - Info Reviews: 0 Outstanding
 - My REPScore: 83%
 - My Facilities: 6
 - My Meetings: 0