

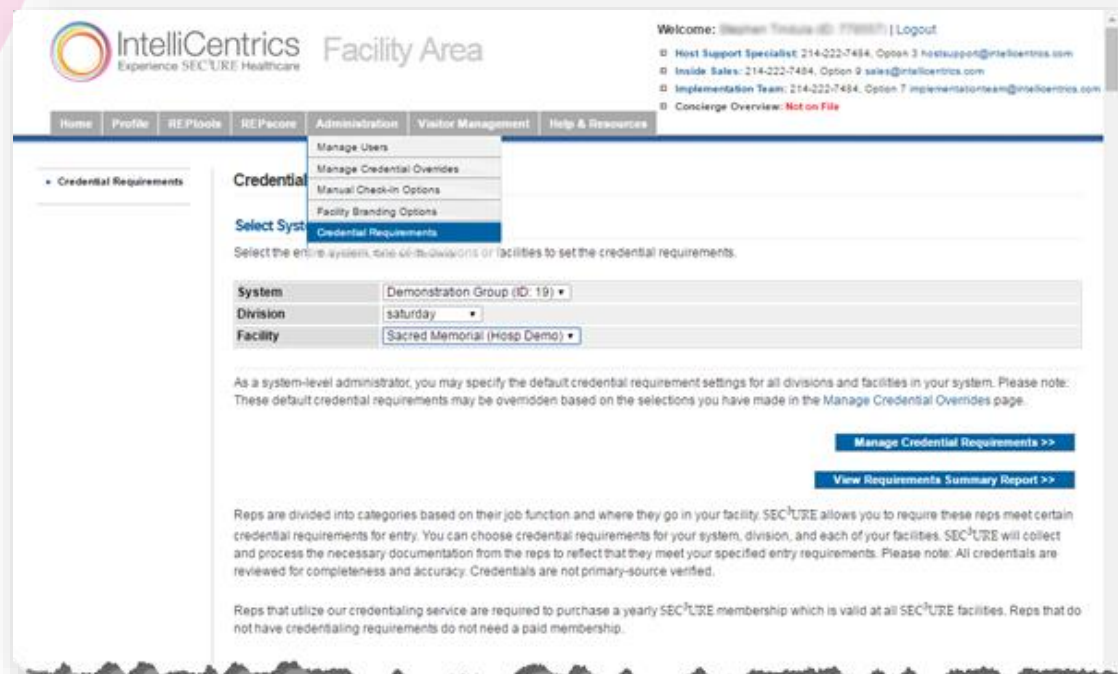
System Administrators: Review & HCIR / Rep Credential Requirements

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 shows the IntelliCentrics Facility Area interface. At the top, there's a navigation bar with tabs: Home, Profile, REP Info, REP Core, Administration, Visitor Management, and Help & Resources. The 'Administration' tab is selected, and a dropdown menu shows options: Manage Users, Manage Credential Overrides, Manual Check-in Options, Facility Branding Options, and Credential Requirements (which is highlighted). Below the navigation, the 'Credential Requirements' page is displayed. It includes a 'Select System' section with dropdowns for System (Demonstration Group (ID: 19)), Division (saturday), and Facility (Sacred Memorial (Hosp Demo)). There are two buttons: 'Manage Credential Requirements >>' and 'View Requirements Summary Report >>'. The page also contains explanatory text about credential requirements and membership.

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.

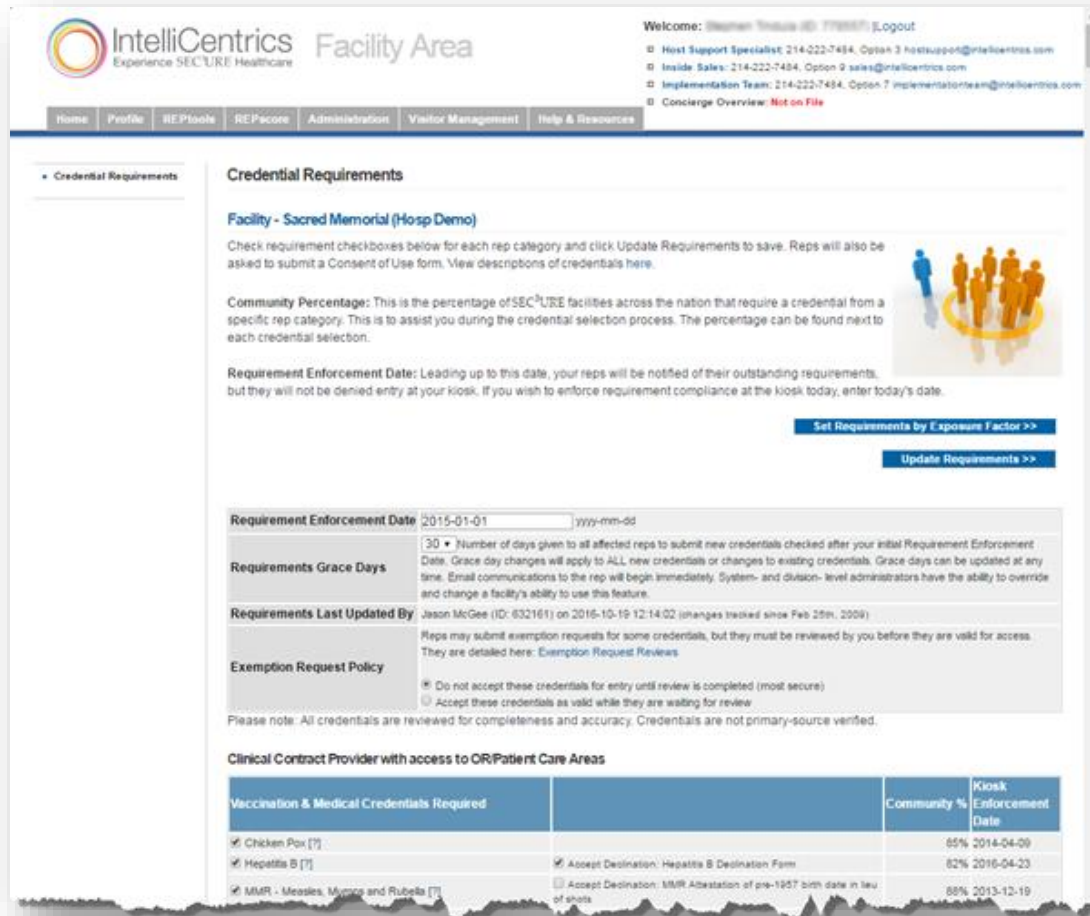
If there is an **Accept Declination** option, this document is an electronic document that the HCIR signature states they understand the risks, but at this time they are not supplying vaccine information (*the number of facilities accepting declination is dwindling*). If an HCIR cannot supply the vaccine 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**



The screenshot shows the 'Facility Area' of the IntelliCentrics system. The page title is 'Facility Area' and the user is logged in as 'User: [Name] ID: [ID]'. The page has a navigation bar with links: Home, Profile, REPtools, REPscore, Administration, Visitor Management, Help & Resources. The main content area is titled 'Credential Requirements' and includes a section for 'Facility - Sacred Memorial (Hosp Demo)'. It contains instructions for checking requirement checkboxes, a 'Community Percentage' definition, and a 'Requirement Enforcement Date' section. Below this is a table for 'Clinical Contract Provider with access to OR/Patient Care Areas' with columns for 'Vaccination & Medical Credentials Required', 'Community %', and 'Kiosk Enforcement Date'. The table lists requirements for Chicken Pox, Hepatitis B, and MMR, along with their respective community percentages and enforcement dates.

Vaccination & Medical Credentials Required	Community %	Kiosk Enforcement Date
<input checked="" type="checkbox"/> Chicken Pox [?]	85%	2014-04-09
<input checked="" type="checkbox"/> Hepatitis B [?]	82%	2016-04-23
<input checked="" type="checkbox"/> MMR - Measles, Mumps and Rubella [?]	88%	2013-12-19

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 | 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. Any changes will apply to ALL new credentials or changes to existing credentials. Grace days can be updated at any time. Communications to the rep will begin immediately. System- and division- level administrators have the ability to override and is facility's ability to use this feature.

Requirements Last Updated By: jdoe (ID: 632161) on 2015-10-31 16:21:27 (changes tracked since Feb 25th, 2009)
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](#)

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

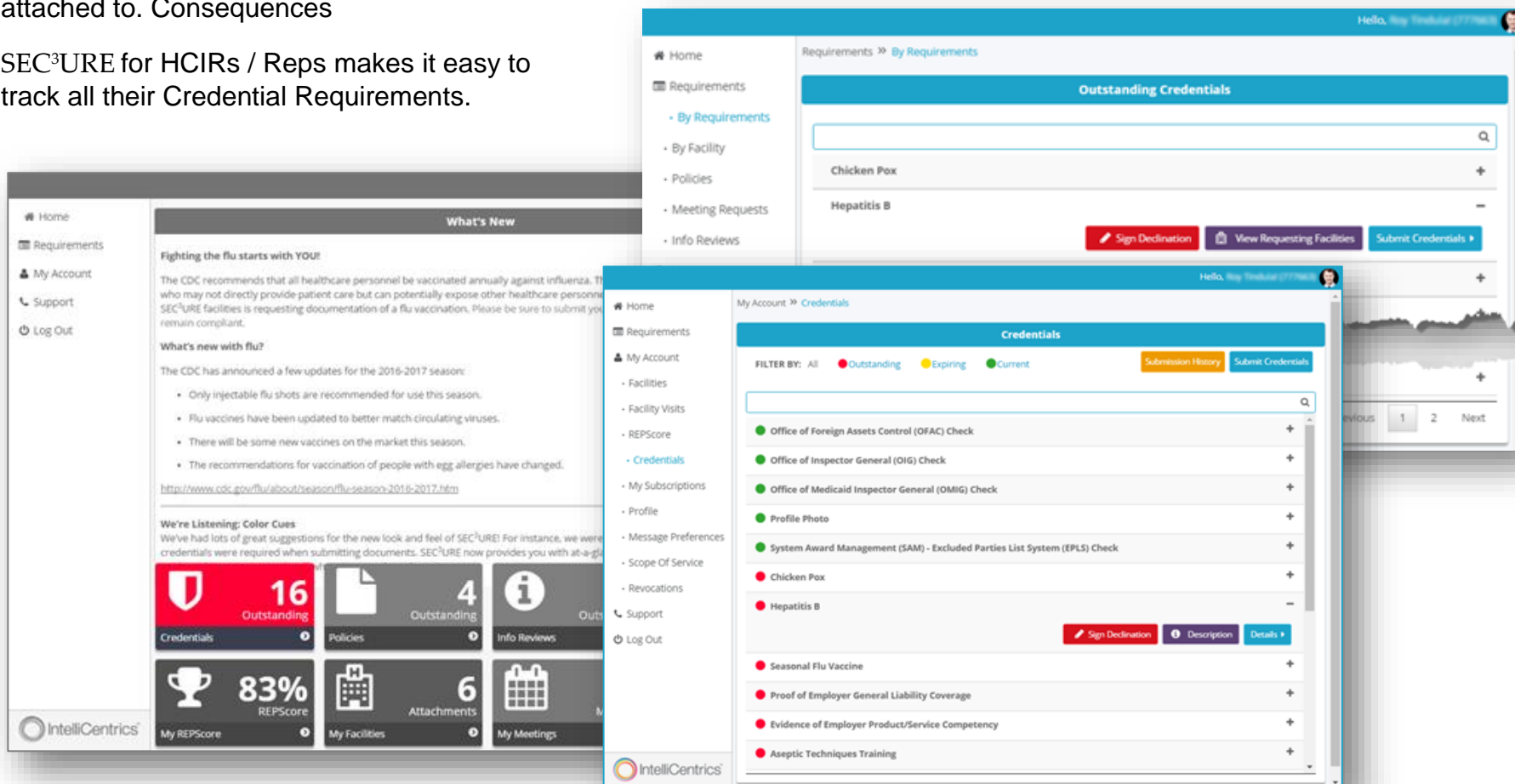
Vaccination & Medical Credentials Required		Community %	Kiosk Enforcement Date
<input checked="" type="checkbox"/> Chicken Pox [?]		85%	2014-04-02
<input checked="" type="checkbox"/> Hepatitis B [?]	<input checked="" type="checkbox"/> Accept Declaration: Hepatitis B Declaration Form	81%	2016-04-23
<input checked="" type="checkbox"/> MMR - Measles, Mumps and Rubella [?]	<input type="checkbox"/> Accept Declaration: 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 Declaration: Influenza Declaration 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 three overlapping screenshots of the IntelliCentrics SEC³URE web application interface.

- Top Left Screenshot:** Shows the 'What's New' section with a notification about the CDC's 2016-2017 flu season updates. It includes a link to the CDC website and a 'We're Listening: Color Cues' section.
- Top Right Screenshot:** Shows the 'Requirements' section with a filter for 'By Requirements'. It lists 'Outstanding Credentials' with a search bar and buttons for 'Sign Declaration', 'View Requesting Facilities', and 'Submit Credentials'.
- Bottom Screenshot:** Shows the 'My Account' section with a 'Credentials' tab. It displays a list of credential requirements with status indicators (green for current, red for outstanding, yellow for expiring). The list includes:
 - 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