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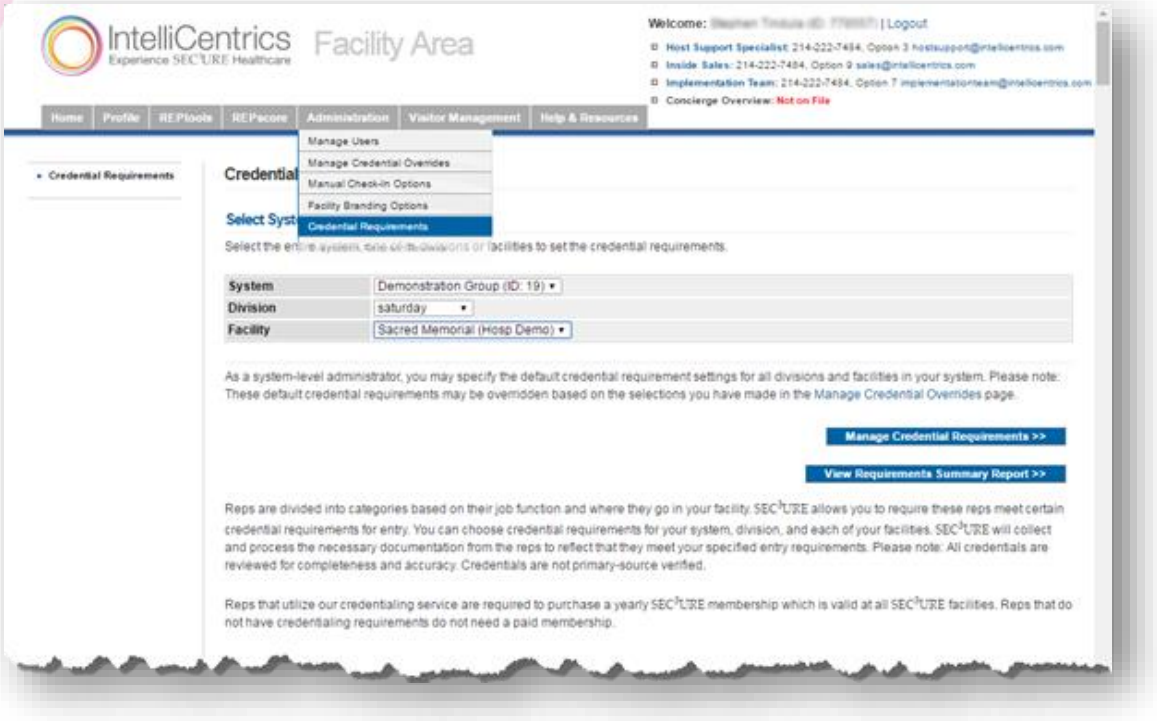
System Administrators: Review & HCIR / Rep Credential Requirements

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.



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REVIEW FACILITY CREDENTIAL REQUIREMENTS

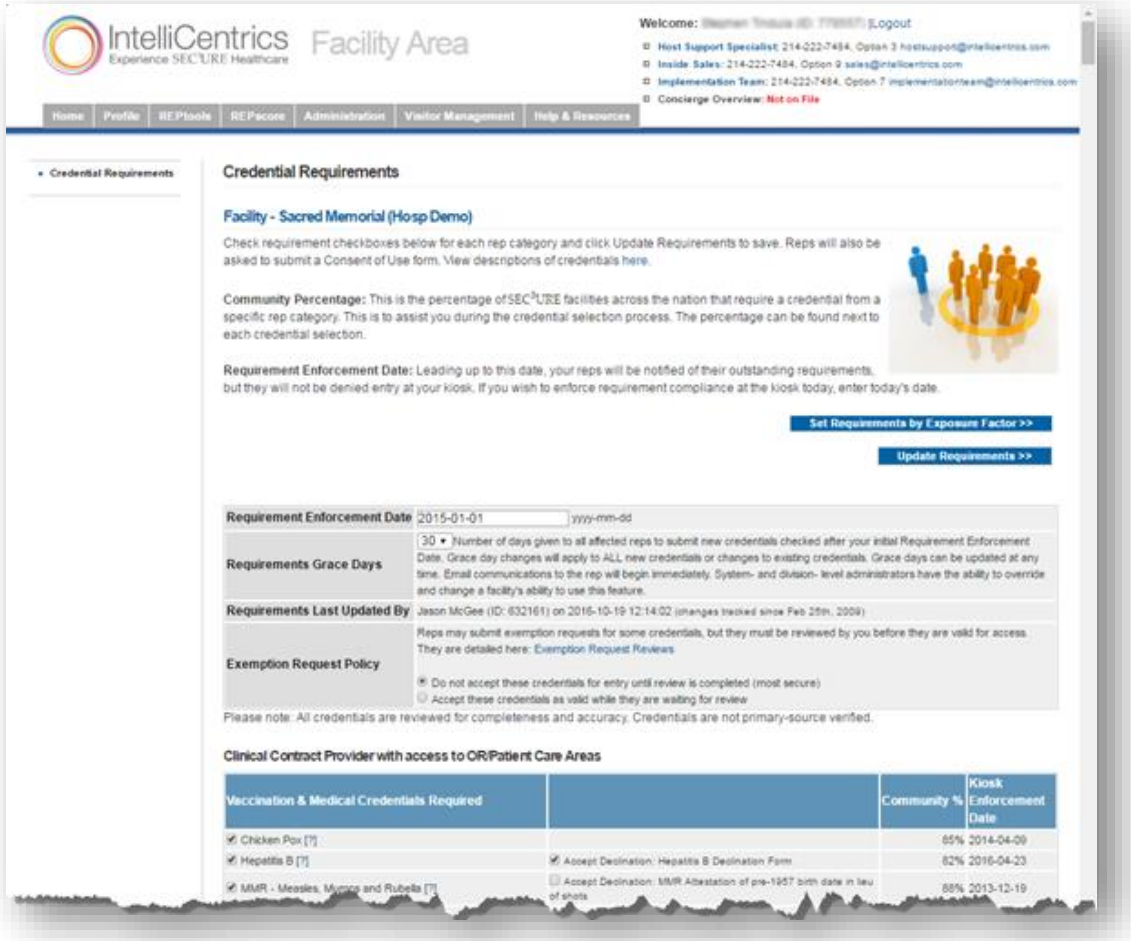
Administration tab → Credential Requirements → **Manage Credential Requirements**; *this page could take a moment to load as there are 22 user categories*.

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 suppling 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**

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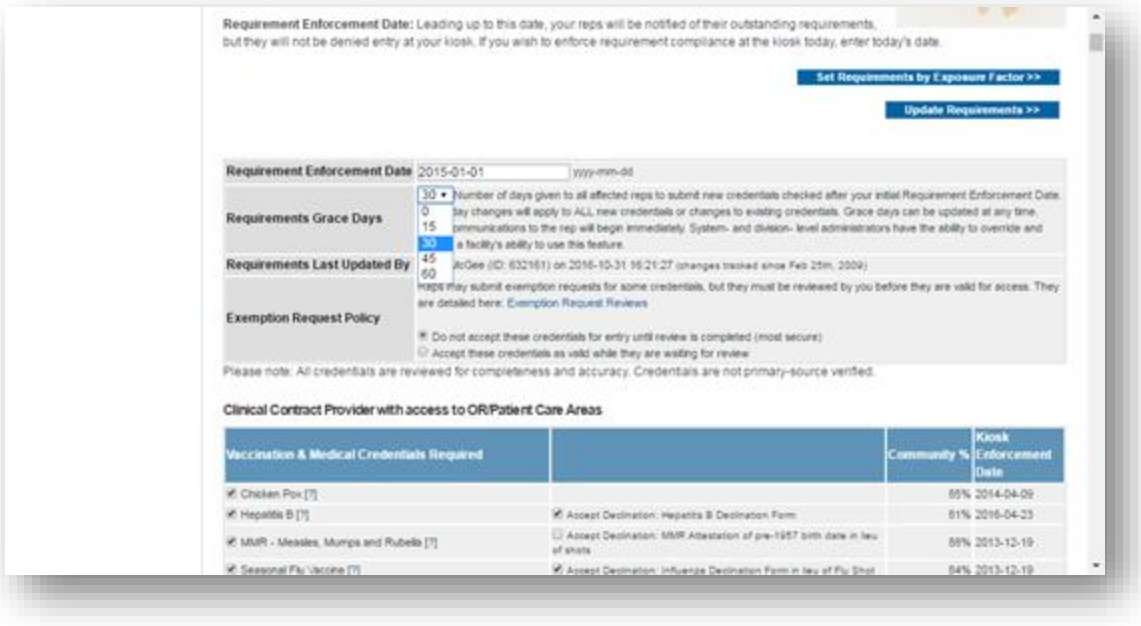
SET CREDENTIAL REQUIREMENTS GRACE DAYS FOR HCIRS / REPS

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.



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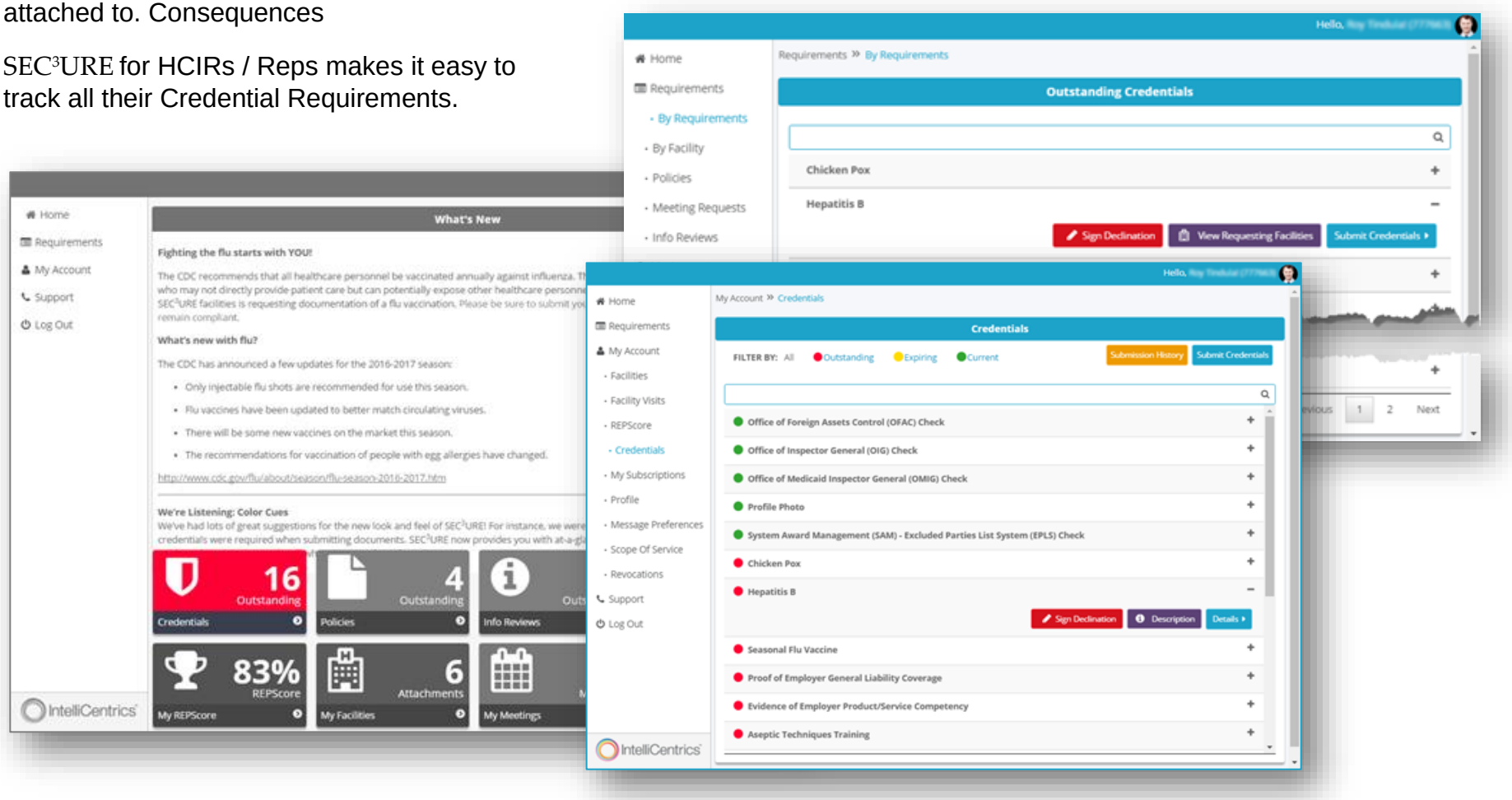
HCIRS / REPS REVIEW AND SUBMIT CREDENTIALS THROUGH IntelliCentrics SEC³URE

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.