



HEALTH AFFAIRS

THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D C 20301-1200

APR 22 2003

MEMORANDUM FOR SURGEON GENERAL OF THE ARMY  
SURGEON GENERAL OF THE NAVY  
SURGEON GENERAL OF THE AIR FORCE

**SUBJECT.** *Codification of Business Rules for Mandatory Inclusion of Certain Providers/  
Practitioners in the Centralized Credentials Quality Assurance System*

The DoD Centralized Credentials Quality Assurance System (CCQAS) is a secure database, now implemented Service and worldwide. It provides automation support for the management of the credentials and privileging process. It has been approved by the Joint Commission on Accreditation of Healthcare Organizations as a solution for electronic transfer of primary source verified credentialing data and other related material. To date there have been no uniform business rules established to mandate which providers/practitioners/ancillary personnel must be included in CCQAS. Consequently, both the ability to generate useful information from the standardized reports and the system's ability to support the Military Health System credentialing process have been compromised. This policy memorandum is designed to correct this shortcoming.

The following list of providers/practitioners/ancillary personnel have been identified as critical for credentials management and will be supported by CCQAS

- a all physicians
- b all dentists
- c all nurse providers- Advanced Practice Nurses, Nurse Practitioners, Nurse Midwives, CRNAs, etc
- d all physical therapists
- e all podiatrists
- f all optometrists
- g. all clinical dieticians
- h all social workers
- i all clinical pharmacists
- j all clinical psychologists
- k. all occupational therapists
- l all audiologists
- m all speech pathologists
- n all physician assistants
- o all chiropractors
- p. all dental hygienists
- q all mental health counselors
- r all professional counselors
- s all marriage and family therapists

**HA POLICY: 03-027**

This list was developed with input from all three Services. Unless otherwise specified, the requirements apply to active duty, reserve/national guard, GS civilian, contractors, and those providers working under resource sharing agreements. Active duty record initiation will include not only staff, but also trainees in Service programs, Service sponsored civilian training, or long term civilian schooling (anyone counting against end strength)

I recognize that this request is no small undertaking; however, the value of this tool in the context of our mobile provider population will make the investment worthwhile. Once completed, maintenance of this vital information as well as establishing records for new personnel will be much easier.

To provide a smooth transition to this standardized electronic method of credentialing, I ask that it be completed in two phases. Phase I includes establishing records for all physicians and dentists by 1 Oct 03. This is to include confirmation of the accuracy of this data with the providers. By this date I also ask for each of you to provide me with the expected completion dates to establish records for all the remaining provider categories in the above list. Implementation of this process will constitute phase II. I expect phase II to be completed no later than 1 March 04.

All registered nurses, all licensed practical nurses and all licensed vocational nurses will eventually be included in CCQAS, that step has been delayed to focus on providers first. Nonetheless, I ask each of you to provide me with the mechanism you have established to track licensure among these three groups and how their professional credentials can be validated independently by an external source. Furthermore, I would like to know what mechanism is operational to provide the current status of the credentials of these individuals to gaining facilities when such individuals are transferred, deployed, or sent for backfill missions. I request this report no later than July 1, 2003.

My point of contact is COL John Powers, Program Director of Quality and GME who may be reached by phone at 703-681-1703 x5215, fax 703-681-3655, or email at [John.Powers@ha.osd.mil](mailto:John.Powers@ha.osd.mil)



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