C4UHC Quick start guide to adopt the
ANSI/NEMA SC1 2020 Standard for Supplier Credentialing in Healthcare

Purpose of document is to provide high-level overview of steps to align to ANSI Standard for Supplier Credentialing in Healthcare and interoperability.

The ANSI Standard was created in 2019 (updated in 2020) and is a result of reviewing the requirements typically needed by supplier representatives and are relevant to accessing the provider facilities. The ANSI Standard will be updated as the industry evolves.

A provider can select the requirements from the ANSI Standard that are aligned to their needs per access level.

Sample

Hospital A	Hospital B	Hospital C
✓ Background Check ✓ Drug Screen ○ OR Protocol ○ HIPAA Training	○ Background Check ✓ Drug Screen ✓ OR Protocol ○ HIPAA Training	✓ Background Check ✓ Drug Screen ✓ OR Protocol ✓ HIPAA Training

Click on these links to obtain an electronic copy of the

ANSI/NEMA SC 1-2020 Standard - Select Free Download and create log on

Non-employee Access Tier Decision Matrix

If you are interested in aligning to the ANSI Standard refer to the next page. For additional resources or best practices visit our website at C4UHC or email us at info@C4UHC.org.

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For Providers

- Contact VCO and confirm your requirements align to applicable ANSI Standard for each access level.
    - Determine specific requirements for access level. Refer to recommendations in the Non-employee Access Tier Decision Matrix.
    - Identify gaps and solutions to align to applicable ANSI Standard
- Communicate to VCOs (or internal departments if not utilizing a VCO)
    - The acceptance of data/documents from supplier (e.g., letter verifying that the supplier representative has completed the requirement per ANSI Standard)
- Communicate to internal departments and update:
    - Vendor credentialing policy to reflect alignment to the ANSI Standard and acceptance of data/documents from supplier representative (e.g., updated policy required for accreditation audits)
    - Standard language for contract terms related to vendor credentialing (e.g., "*Supplier Name" supports reasonable Supplier Credentialing requirements when they are based on relevant industry guidelines per the ANSI/NEMA SC1 2020 Credentialing Standards for Supplier Representatives in Healthcare found at https://c4uhc.org/ansi-standard/.)*
    - Risk Management – PHI/PII and HIPAA concerns will be minimized with new process, obtaining source documents only if necessary

For VCOs

- Confirm provider requirements meets applicable ANSI Standard requirements as designated by the provider for each access level.
- Educate reviewers on appropriate acceptable documents (e.g., verification letter, documentation aligned to ANSI Standard, dates of completion and renewal dates).
- Implement a review process to ensure compliance to ANSI Standard (e.g., renewal dates for appropriate requirements).

For Suppliers/Supplier Representatives/Agents and Primary Source Providers (background check, medical, training companies)

- Determine what compliant data and/or documentation should be submitted.
- Determine processes to implement alignment to ANSI Standard.
    - Data/document quality validation
    - Data/document submission to end users (e.g., VCOs)
- Continue to review processes to ensure compliance to ANSI Standard.
- Communicate processes and policies to impacted individuals.