



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

12 APR 2004

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: HQ USAF/SGO  
110 Luke Avenue, Room 400  
Bolling AFB, DC 20032-7050

SUBJECT: Integration of the Credentialing Process with Air Force Centralized Credentials Verification Office (AFCCVO)

Air Force Medical Support Agency (AFMSA) established the AFCCVO to accomplish the AF Surgeon General's vision of centralized credentialing. Its principle function is to primary source verify (PSV) health care providers' credentials in support of the credentialing and privileging process at each Medical Treatment Facility (MTF). The goal is to put health care providers to work as soon as possible upon their arrival at the MTF.

At present, recruiting services and MTF credential managers (CMs) collect credentials, perform PSV and conduct database queries on health care provider accessions IAW AFI 44-119, Clinical Performance Improvement, 4 Jun 01. The AFCCVO will consolidate and standardize this function, by performing PSV of providers who are new accessions, new civil service or contract employees, attending or graduating from civilian training programs, or making a permanent change in station.

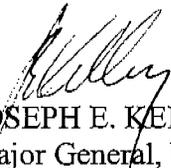
This guidance establishes the following authorities and responsibilities:

a. AFMSA will identify credentialing and privileging requirements, develop implementation guidance and resolve credential verification issues as they arise.

b. AFCCVO will complete PSV on provider credentials and conduct appropriate queries. AFCCVO will enter the provider's information into the Centralized Credentials Quality Assurance System (CCQAS), maintain the provider credentials documentations and CCQAS file until the provider receives orders to an MTF or, if in an administrative position or attending a training program, requests privileges at an associated MTF. Upon notification of assignment the AFCCVO will perform PSV and databank queries and forward the hard copy credentials and verification documents and CCQAS file to the gaining MTF CM.

c. CMs will maintain local oversight of the credentialing and privileging process. This includes, but is not limited to, initiating and coordinating providers' privileging applications, evaluating credential information, and raising red flags on potential issues. In addition, CMs will assist with the development of performance based privileging criteria and collecting ongoing provider data for biennial evaluation.

This information will be incorporated in a future revision of AFI 44-119 and applies to all active duty, reserve, and guard personnel functioning in AFMS healthcare delivery settings. My point of contact is Major Kimberly G. Coltman, AFMSA/SGOC, kimberly.coltman@pentagon.af.mil, DSN 297-4077.



JOSEPH E. KELLEY  
Major General, USAF, MC, CFS  
Assistant Surgeon General, Health Care Operations  
Office of the Surgeon General

DISTRIBUTION LIST:

HQ ACC/SG  
HQ AFIC/SG  
HQ AFMC/SG  
HQ AFSPC/SG  
HQ AFSOC/SG  
HQ AMC/SG  
HQ AETC/SG  
HQ PACAF/SG  
HQ USAFE/SG  
HQ USAFA/SG  
HQ AFRC/SG  
HQ AIA/SG  
HQ AFIA/SG  
AFMSA/CC  
ANG/SGH  
11 MDG/CC