

CREDENTIALING

Tired of the Repetition?

WIN/Staff has partnered with the San Diego County Medical Society to bring you a real solution for your credentialing headaches. We are building a community-based Electronic Credentialing Initiative to alleviate your headaches associated with the repetitive inefficiencies of paper application forms. Features include:

- Centralized location to maintain all your credentialing information
- Safe and secure system. You determine which participating healthcare organizations are authorized to receive your information.
- Stores a single copy of your credentialing documents, which eliminates making multiple copies of same documents for multiple entities.
- Electronic transmission of credentialing applications and copies of documents to participating health care organizations.
- Automatically completes and prints healthcare organization forms if necessary.
- Automatically reminds you of pending expiration of licensure, certifications, insurance policies, etc.
- Saves hundreds of dollars per practitioner in wasted administrative time.



For more information or to sign up, go to www.winstaff.com/sdcms or call (800) 995-4233 ext. 205 for more information

Frequently Asked Questions

How do I access your system and where is my data stored?

Your credentialing information is entered and maintained by you or your designated office staff. The data is stored on our secured server and is accessible by you 24/7 from any PC that has Internet access and Microsoft Internet Explorer browser Version 5.0 or newer. We use 128-bit SSL data encryption for the highest level of security.

How safe is my information?

PRO-FILE is built with the most stringent security design and architecture. We are fully compliant with HIPAA security standards with a full data encryption, account and password security system. Only you and your authorized office staff will have access to the information. Healthcare organizations must pass our stringent eligibility process before they are allowed to participate in the network. Even then, you must authorize specific participating HCOs to have access to your information.

How do I send copies of documentation electronically to the participating HCOs?

Most hospitals and health plans require copies of documentation as part of their credentialing packets. PRO-FILE electronically stores the copies on-line so authorized HCOs will have electronic access to documentation as well as the data. They never need to bother your office for them. You only need to fax those copies to us and we link them to your practitioner record. If you need copies made, just log in and print them as you need them. There's no need to wear out your copier.

How do participating HCOs receive my application electronically?

By participating, HCOs agree to receive your credentialing information in electronic format, thus eliminating the need for you to complete paper application forms. Once you authorize an HCO, they can log on and download your information every time they need to credential or recredential you. As you renew your licensure and insurance policies, your authorized HCOs are automatically notified of the updated information and they retrieve it as needed. They do not need to contact you at all.

How does my signature get sent electronically with my application?

We have developed a proprietary algorithm to allow practitioners to digitally sign their applications and still comply with NCQA, JCAHO, and URAC accreditation standards. The signature is electronically attached to your application so when the HCO receives it, the signature is legally binding.

How many HCOs are participating with PRO-FILE network?

We are constantly recruiting hospitals, IPAs, and health plans in your community to join this electronic credentialing network as participating HCOs and we are constantly adding new ones. We encourage you to champion this network to the HCOs because it will save time and money for everyone.

What if my HCO is not ready to accept electronic applications? Can I print my data to a form?

Absolutely. PRO-FILE contains a library of credentialing application forms that are completed with your data pre-populated. You then print the form in your office, sign it, and mail it to the HCO. If there are boxes of information on the form, which our system does not address, it will be highlighted in yellow and you can click it and type in the appropriate data. If the HCO will not accept any of the forms listed, there is a link for you to notify us that a new form is needed. If you have the form in electronic format such as a Word document or a PDF file, just email to us at support@winstaff.com and we'll map it with your data. Or, you can mail us the application form and we will scan it into PRO-FILE. Once the form is complete, we will notify you and you can print it out.

What is the cost and how do I sign up?

SDCMS has negotiated a special pricing arrangement for its members. The first 100 physicians that sign up will receive the first year subscription at no charge. After the first year, it will be \$30 per practitioner per year. That is a 66% discount off the regular subscription of \$90 per year. To receive this special pricing you must sign up through this site: www.winstaff.com/sdcms.