

Credentialing Report Guide

When you log into PCNX and run the “BHSD 7521 Provider Credentialing Report” you will be able to view all of the staff/providers who have been associated to your specific agency. This guide will support general understanding of the fields included in the report. BHSD encourages each CCP to run the report and audit the information in order to ensure that it is accurate and up to date. Incorrect information on this report can impact billing for individual providers. Review this report regularly and send any needed corrections to the Business Office at BHSDBusinessOffice@hhs.sccgov.org.

Partial Screenshot of the Credentialing Report:

<u>Registration Date</u>	<u>Termination Date</u>	<u>Eff. Start Date (MSO)</u>	<u>Eff. End Date (MSO)</u>	<u>Eff. Start Date (PM)</u>	<u>Eff. End Date (PM)</u>
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Registration Date: This date refers to the first date that this particular staff was added to the County’s Avatar system. It is possible that this date pertains to a date prior to the staff being with your specific agency if they were in the County’s Avatar system prior.

Termination Date: This date would terminate access for this particular staff entirely with the County’s Avatar system.

Eff. Start Date (MSO): This date refers to the first date that this particular staff was added to your specific agency.

Eff. End Date (MSO): This date refers to the end date that this particular staff was terminated for your specific agency.

Eff. Start Date (PM): This date refers to the start date of this particular staff’s credential.

Eff. End Date (PM): This date refers to the credentialing end date that VHP assigns for each individual staff.