MENNONITE VILLAGE
POLICY & PROCEDURE

TITLE:___**Credentialing**___ **PROCEDURE NO:**__**HR 700.15**__

REPLACES:_____ **PAGE(S):**__**1**_____

PREPARED BY:__**Carol Jensen**____ **DATE:**____**4/07**_____

LAST REVIEWED BY:_____ **DATE:**_____

LAST UPDATED BY:___**Kristen Pattison**___ **DATE:**__**05/2011**_____

APPROVED BY:_____*Ron Litwiller*_____ **DATE:**__*6/22/2011*_____

POLICY:
To achieve and maintain high quality of care, resident satisfaction, and overall success, Mennonite Village employs only qualified individuals. Credentialing verification serves as an important part of our selection process for positions that require specific credentials. It ensures that our staff has the appropriate education, training, relevant experience, licensure or certification to perform the essential functions of their job description.

PROCEDURES:
A. Initial Hiring Process
    1. The hiring coordinator reviews and ensures the credentials of all potential new hires required to have a specific credential(s) for their position at Mennonite Village.

B. Release of Information
    1. All applicants and employees must have a completed Application for Employment on file.
    2. By signing the Certification and Agreement section of the Application for Employment, the individual authorizes Mennonite Village to check appropriate references. It also releases individuals, companies, and institutions from which Mennonite Village may request information from all liability for any damage incurred in furnishing reference and verification information.

C. Procedure for Review
    1. Applicants and employees will provide Mennonite Village the appropriate documentation of the required credentials for the position they hold or would like to hold.
    2. If there is a question as to the documents authenticity, the VP of Operations and the Director of Human Resources will review the documentation and make a decision to accept, defer, or reject the individual's credentials related to their specific position.

D. Appeal
    1.   If credentialing is rejected, that decision may be appealed to the President/CEO.
    2. The decision made by the President/CEO will be final.