



INODAYA Hospitals - Kakinada

Documentation code:
INH/HRM. 16

Policy on Paramedical Staff – Privileging & Credentialing

Prepared date: 11/11/2025

Reference: HRM.13 NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

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1.0 Purpose:

The purpose of the Privileging and Credentialing policy is to ensure that the patients shall receive care from individuals who reflect the highest levels of qualifications and competencies in their respective professional disciplines.

2.0 Definitions:

CREDENTIALS are documented evidence of licensure, education, training, experience, or other qualifications. Credentialing is the process of obtaining, verifying, and assessing the qualifications of a health care practitioner to provide patient care services in or for a health care organization.

COMPETENCY is the process whereby the specific scope and content of patient care services are authorized for a health care provider by a health care organization based on evaluation of the individual's credentials and performance.

3.0 Responsibilities:

The Human Resources (HR) team shall meet to assess the credentials and qualifications of paramedical Staff. They shall be authorized to do the Competency for paramedical Staff based on qualifications, experience and area specific skills. This shall be duly recommended after conducting knowledge and skills assessment by the respective area In-charge.

It shall be the responsibility of this team to assess the credentials before recruiting a new staff.

4.0 Procedure:

4.1 Credentialing Policy:

4.1.1 Process of Credentialing of Care Providers:

Step 1: The Care Providers shall be made to complete a credentialing proforma developed by the hospital for the purpose of credentialing.

Prepared by: 	Verified by: 	Approved by: 
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HR	Medical director	Accreditation Coordinator



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Step 2: All relevant document copies of the Care Providers shall be collected along with the credentialing form.

List of relevant document copies –

- 1) Copy of all degree or Diploma
- 2) Copy of State Registration (whenever applicable)
- 3) Passport size photo
- 4) Work Experience Certificates

Apart from verifying the certificate copies with the originals, the copies shall also be sent to the issuing authorities for verification.

Step 3: The completed application material shall be circulated through the dept Head and HR who shall give their comments on the column provided for their remarks on the applicant and their recommendations.

Step 4: An acceptance letter shall be collected from the applicant if the terms and conditions in the offer letter are acceptable to him / her.

Step 5: After the collection of acceptance letter from the applicant, an appointment letter shall be given by the Human Resources to the care provider and the intimation of which shall go to all concerned authorities.

4.2 Verification of credentials

Original verification of credentials of all para medical staff shall be done and documented. INODAYA Hospitals Kakinada shall not allow any Staff and other healthcare practitioners to work in a position that requires a certification, registration and/or license that is not valid and current. Employees who are required by job description to be certified, registered, and / or licensed shall present proof of current status of such at the time of hire to the Department of Human Resources.

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Process of Privileging of Care Providers:

Step 1: The Care Providers shall be made to complete a privileging proforma developed by the hospital for the purpose of privileging.

Step 2: The department specific in charge will complete the form by privileging the works he has to perform in the department under supervision or independently.

Step 3: Privileges may be reviewed based on periodic competency assessment

Note: Sample privileging proforma

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