

## Your Professional File

Every now and then I am asked, "What do I need to have in my professional file"? Here is the list of things I recommend and why. You may ask, "why do I have to keep this stuff – the business office has it"! I firmly believe that maintaining professional practice information is the responsibility of the provider – not the business office. Many of the documents listed below are required for obtaining or renewing hospital privileges.

The first group of things is the "must haves". These documents should be reviewed yearly and kept updated.

1. Chapter Med 8

This is the law that allows you to practice. Knowing what it contains and what it does not will serve you well. Often many of the practice questions you face can be easily obtained from a quick review of Med 8.

2. Wisconsin License

A very necessary part of your file – probably the most important part of your file. Without a valid up to date license, you cannot practice as a PA.

3. Prescribing Protocol

Our practice law requires this prescribing protocol. Keep a copy for your records and a copy in your HR file.

4. NCCPA Certificate

Always a good idea to have the most recent certificate handy. Current NCCPA certification is part of the official definition of a PA for Medicare and many insurers.

5. DEA Certificate

Another very necessary part of the professional file. As the official oversight of prescribing practices increases, having your DEA certificate and number accessible will become more important

6. Medicare UPIN number and credentialing papers

This information is specific to you, not your employer. If you ever change jobs, this information moves with you.

7. Medicare Policy on PAs

Include the Medicare policy on PAs in your professional file for the same reason as Chapter Med 8. It is important to know how Medicare views PAs and our practice.

8. Medical Malpractice Insurance Certificate

One hopes that you never need this – but again, it is better to have a copy easily accessible. If at all possible, make sure you are listed as a provider on the certificate. This too is part of the pack of information required when obtaining and maintaining hospital privilege

9. Resume'

This is not so that you can go job hunting at a moments notice but if needed for credentialing, speaking opportunities and the like.

This last group of things are a good idea to have handy but not necessarily mandatory.

10. Diploma or Certificate from PA education

I need this mostly when I reapply for hospital credentials.

11. Privilege forms from any hospital in which you work.

I keep copies of privileging forms in case questions about what privileges I hold at the hospital are raised.

12. AAPA membership card

13. WAPA membership card

14. Monthly or yearly production information

Everyone should keep and maintain information on their production. This information can be invaluable during salary negotiations and yearly reviews.

15. ACLS, BLS, PALS, ATLS certificates/cards if you hold them.

16. Info on previous background checks and hospital privileges.

I add this in because every two years when I reapply for hospital privileges, I am asked “has any institution run a background check in the last two years” or “have you applied for hospital privileges this year”. I have privileges at 5 hospitals - each one runs a background check every two years. I keep an updated list on my computer so I can just print out the list and send it along with the privileging forms.

17. TB test file

18. Your vaccination records

Something to consider.

19. CME record

Often, the reapplication for hospital privileges requires you to provide a list of CME hours obtained over the last year.

This is the list of things that I have in my file. Because I tend to the “anal-retentive” side of things, I have copies both at home and in my office! If there is anything you think should be on this list let me know – I will update it regularly.