

**CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.  
ACCESS TO AMERICAN INDIAN RECOVERY (AAIR)**

<b>POLICY MANUAL</b>	<b>AAIR PROGRAM</b>	<b>PAGE</b>	<b>1 of 1</b>
<b>CHAPTER 4</b>	<b>PROVIDER APPLICATION, CREDENTIALING, AND ENROLLMENT</b>	<b>NUMBER</b>	<b>c4.s7.0</b>
<b>SUBJECT</b>	Credentialing Information System		

**EFFECTIVE DATE**      5/1/2008  
**REVISION DATE**

**POLICY:**

Provider information will be maintained in a Credentialing Information System, IntelliCred.

AAIR administration will input information from applications received into the Credentialing Information System. The Credentialing Information System shall track the status of the application in the credentialing process.

AAIR administration is responsible for performing the credentialing review and obtaining necessary documentation and printouts, and for initiating the recredentialing process.

The AAIR/CRIHB Corporate Compliance Officer, or designee, is responsible for final review of the application and the credentialing or recredentialing documents. He/she will generate the approval or denial letters from the Credentialing Information System.

The AAIR/CRIHB Corporate Compliance Officer shall maintain the credentialing files.

AAIR administration is responsible for signing and mailing the letters.