

HCCA's 12th Annual Compliance Institute

Session 505 - Compliance Issues Surrounding Physicians Assistants (PAs) and Nurse Practitioners (NPs): Processes, Tools and Solutions

Example of PA and NP Compliance Checklist

1. PA or NP Education and Experience	Yes	No
A. Copy of current PA's or NP's license from the state he/she is practicing is maintained.		
B. Documentation of PA's or NP's continuing medical education to maintain licensure is retained by PA or NP and/or healthcare organization.		
2. State Law		
A. Documentation of current PA's or NP's licensure or state certification requirements/guidelines from the applicable state, board or other organization are annually reviewed and retained.		
3. Facility Policies		
A. Facility where PA or NP practices has written protocols/standards outlining the services PAs or NPs may provide and are consistent with the PAs or NPs education, training and experience.		
B. Facility maintains documentation of other internal practice or facility requirements of PAs or NPs such as: CPR training, safety/disaster training, code of conduct, confidentiality, etc.		
4. Physician Delegation		
A. Supervising or Collaborating Physician is a fully licensed physician (MD or DO)? Documentation of this requirement is maintained.		
B. Internal policies outline the type of PA or NP supervision (personal, direct and general) and addresses any applicable requirements of specific payers.		
5. Other:		
A. Do internal policies and procedures outline PA or NP services specific to Medicare guidelines specific to employment arrangements, credentialing and enrollment with Medicare and other payers, split/shared services, "incident-to" services, medical record documentation requirements and other billing requirements?		
B. Complete and up-to-date information must be maintained. Are the above documents annually reviewed and updated including documentation of the review date and reviewer signature?		

Checklist Form Completed By: _____ **Date:** _____