



## Verification of Identity

*Effective: March 2009  
Update: November 2014*

**Purpose:** To provide a mechanism to guard against practitioners misrepresenting their identity in order to gain membership. (MS 06.01.03)

### **Implementation:**

- 1) All applicants are required to provide a notarized copy of government issued picture identification during the application process and prior to privileges being granted. (Alternatively, if the applicant resides locally, s/he may present to the Medical Staff Office and present their government issued ID, which will be matched to the applicant by a MSO staff member. The MSO staff member will sign and date on the photocopy that the ID has been verified.)
- 2) ID verification will be scanned into MD-Staff as 'photo identification.'
- 3) Periodic audits will be done to ensure 100% compliance
- 4) When sharing files between campuses, the originating credentialing hospital will verify the practitioner's identity and provide to the receiving hospital.
- 5) A head shot photo of the provider will be obtained during the credentials process to house in the MD-Staff database and display on E-Priv. Updated photos will be replaced in the database by MSO staff at any time at request of the provider.
- 6) Issuance of Providence name tags will be approved by:
  - a. Providence Medical Group
  - b. HR or hospital supervisory staff for those employed by the hospital
  - c. MSO staff for those not employed by a Providence entity