



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Human Resources		
<b>Document:</b>	Multidisciplinary Policy and Procedure		
<b>Title:</b>	Verification of Credentials		
<b>Applies To:</b>	All Health Care Providers		
<b>Preparation Date:</b>	July 16, 2023	<b>Index No:</b>	HR-MPP-003
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## 1. PURPOSE:

- 1.1 To confirm that all personnel are qualified and properly credentialed. This policy has been adopted to establish a process for verifying credentials of all medical and technical staff directly from the organizations that originally conferred or issued the credential or certification to the practitioner.

## 2. DEFINITIONS:

- 2.1 **Primary Source Verification** – is the act of verifying the applicant documents directly from the original source.
- 2.2 **Third Party Verification** – is the act of verifying the applicant documents directly from a specialized international company called "Dataflow".

## 3. POLICY:

- 3.1 Applies to all medical staff, nursing staff and other health care providers (full time, part time, visitor and locum) to verify credentials (Education/Training/License/Experience).
- 3.2 To ensure the registration of all healthcare professionals with the Saudi Commission for Health Specialties within 3 months and maintain a valid license to practice only within their profession.

## 4. PROCEDURE:

- 4.1 HR manager will be responsible for verifying all credentials reported by an individual prior to employment.
- 4.2 Verification:
  - 4.2.1 Verify from third party ([www.dataflowstatus.com](http://www.dataflowstatus.com)), if registered in data flow company (5 days).
  - 4.2.2 Verify and get result within 1 month from original source if not registered in Data Flow Company. If original source is not responding at first time, keep document about above mentioned in personal file and make a second attempt and exceed till third time to get a positive response.
- 4.3 Approved verification result from data flow company or primary source should keep in respective personal file.
- 4.4 Falsification or misrepresentation of credentials shall be grounds for immediate termination of employment.

## 5. MATERIAL AND EQUIPMENT:

N/A

**6. RESPONSIBILITIES:**

- 6.1 Employees Affairs Department
- 6.2 Employees Affairs Services

**7. APPENDICES:**

- 7.1 Credential Verification Form
- 7.2 Agreement Verification

**8. REFERENCES:**

- 8.1 Kingdom of Saudi Arabia, Ministry of Health, 2013.

**9. APPROVALS:**

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