



MEMORANDUM

To: BHSD County Contracted Providers (CCPs) and County Clinics

From: Edwin Poon, PhD, Deputy Director, Behavioral Health Services Department

DocuSigned by:
Edwin Poon
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Re: Credentialing Transition from Clinical Intern to Associate Provider

Date: September 23, 2022

For providers who have staff that are credentialed by the Behavioral Health Services Department (BHSD) and are transitioning from an intern to an associate level, with NO gap in employment or a gap less than 30 calendar days please apply the following guidelines.

As soon as they are able, Staff are expected to create a CAQH profile with their Board of Behavioral Sciences (BBS) issued Associate license number. To expedite the credentialing review, applicants can begin completing their CAQH profile prior to obtaining their license number from the BBS which can take several months.

- Once that application is completed in CAQH with the license number, please also submit a Credentialing Request form to BHSDCredentialing@vhp.sccgov.org
- If the provider passes the credentialing review, their effective date will be the date the associate license was issued by the BBS.
- Please hold all claims until you receive notification that they have been credentialed as an associate through Valley Health Plan (VHP).
- For services being provided while awaiting their Associate license to be issued; the BHSD will continue its current practice of reimbursing them as an intern.

For providers who have staff transitioning from an intern to an associate level without previously being credentialed by the BHSD or with a gap longer than 30 calendar days please apply the following guidelines.

As soon as they are able, Staff are expected to create a CAQH profile with their Board of Behavioral Sciences (BBS) issued Associate license number.

- Once that application is completed in CAQH with the license number, please also submit a Credentialing Request form to BHSDCredentialing@vhp.sccgov.org
- If the provider passes the credentialing review, the date of the credentialing approval by VHP will be their effective date which is the same process as any new employee.

Rationale: Due to not having prior credentialing history within the BHSD system or being beyond the 30-calendar days reciprocity window, their application will be treated as a new employee.



COUNTY OF SANTA CLARA
Behavioral Health Services
Supporting Wellness and Recovery

If you have questions on credentialing forms and process, please contact the Credentialing Team by email BHSDCredentialing@vhp.sccgov.org

For general questions, please contact the Business Office by email BHSDBusinessOffice@hhs.sccgov.org