

## **Verification of License**

**Policy:**

The Joint Commission standard under the HR section states that when a law or regulation requires an employee to hold a license, that license must be verified with the primary source at the **time of hire** and **upon expiration**. Acceptable verification should include on-line secure electronic communication and by telephone if the verification is documented.

**Procedure:**

1. Printout online verification of license. If licensing board does not have an on-line verification, contact licensing board by telephone to verify license and request the verification be sent by fax. If board does not verify licenses by phone, fax, or email, a request may be sent in writing on company letterhead, with employee's name, license number or social security number to request verification.
2. Radiation Oncology Manager will sign, date, and time printout of verification.
3. Place primary source verification of license in all licensed/credentialed employee files.

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