


Name of Policy:	Credentialed Medical Assistant/LPN Verification	 THE UNIVERSITY OF TOLEDO MEDICAL CENTER
Policy Number:	3364-101-08-08	
Department:	Ambulatory Services	
Approving Officer:	Chief Operating Officer- UTMC	
Responsible Agent:	Senior Administrative Director-Clinic Operations	
Scope:	Ambulatory Services	
		Effective Date: 7/1/2023 Initial Effective Date: 6/2015
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy		

(A) Policy Statement

Medical Assistants will be required to continuously maintain a current Medical Assistant Certification or Registration. Licensed Practical Nurses (LPNs) will be required to hold a LPN license to practice nursing in the State of Ohio.

(B) Purpose of Policy

To ensure Certification/Registration for Medical Assistants or nursing licensure for LPNs as defined by the Ohio Board of Nursing is appropriate and current.

(C) Scope

- Active credentialing or licensure is mandatory to perform essential job functions as outlined in the Credentialed Medical Assistant job descriptions. All newly hired licenses/credentialing will be verified by the Human Resources department prior to hire date. All credentialing verification renewals will be verified by the Clinic Manager to correspond with the mandatory renewal dates. Vacation, sick leave, FMLA/leaves of absence, etc., do not impact the employees' responsibility to adhere to this policy. The verification process will be completed by using LPN license/CMA/RMA numbers against the designated verification site, not solely by the employee name.
- Records of Ambulatory employees' LPN license/CMA/RMA numbers with expiration date are kept in the employees file.
- Personnel employed through agencies will have their LPN license/RMA/CMA verified prior to first day on duty by Human Resources department.
- It will be the employee's responsibility to maintain active CMA/RMA or LPN license status. If a staff member allows CMA/RMA or LPN license to expire, he/she may not continue work in any capacity until all requirements are met. The staff member will be immediately placed on unpaid administrative leave of absence as of midnight on the day of expiration until current required licensure, certification/registration is completed, verified and on record. The employee will be given one step of progressive discipline. Employees will then be given 5 business days to adhere to this policy. If active validation is not demonstrated by 5pm on the 5th day, the next step of progressive discipline will be issued. This process is repeated until either current required licensure, certification/registration is

