


Name of Policy: Credentialed Medical Assistant/LPN Verification Policy Number: 3364-101-08-08 Approving Officer: Chief Operating Officer - UTMC Responsible Agent: Senior Administrative Director – Clinic Operations Scope: University of Toledo Medical Center - Ambulatory Services		 Effective date: 12/13/2024 Original effective date: 6/2015	
Key words: Medical Assistants, LPN, Certification, License, Renewal			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Medical Assistants will be required to continuously maintain a current Medical Assistant Certification or Registration upon hire or within 120 days of hire date. Licensed Practical Nurses (LPNs) will be required to hold an LPN license to practice nursing in the State of Ohio upon hire.

(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

1. Active licensure is mandatory to perform essential job functions as outlined in the LPN job description. Active credentialing is mandatory to perform essential job functions as outlined in the Credentialed Medical Assistant job description. If a new employee is not credentialed prior to their start date, then they will have 120 calendar days to complete their credentialing process.

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's name.

2. Records of Ambulatory employees' LPN license/CMA/RMA numbers with expiration date are kept in the employee's file.

3. Personnel employed through agencies will have their LPN license/RMA/CMA verified prior to first day on duty by Human Resources department.
4. It will be the employee's responsibility to maintain active CMA/RMA. If a Medical Assistant is hired without CMA/RMA, they MUST obtain the certification prior to 120 days of employment. If they do not do so, they will be subject to termination during their probationary period.
5. If a staff member allows CMA/RMA certification 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 certification/registration is completed, verified and on record. The employee will be given one step of progressive discipline. Employees will then be given five (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 completed, verified and on record or continues progressive disciplinary action up to and including termination. The primary source verification for RMAs and CMAs via a retained copy of the credentialing site verifying renewal printed on expiration date or any date prior to expiration.
6. For the purposes of Ambulatory Services, documentation of LPN licensure verification is considered to be primary source verification via retaining a printed copy from the OBN verification site printed on a date prior to the expiration of each individual nurse's license, verifying that their license has been renewed. If a staff member allows LPN licensure 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 required licensure 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 licensure is completed, verified and on record or continues progressive disciplinary action up to and including termination.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Marci Cancic-Frey PT DPT MBA Senior Administrative Director-Clinic Operations</p> <p>12/13/24</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Christine Stesney-Ridenour, FACHE Chief Operating Officer</p> <p>12/13/24</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Ambulatory Services</i></p>	<p>Policies Superseded by This Policy:</p> <p>Initial effective date: 6/2015</p> <p>Review/Revision Date: 7/1/2017 3/15/2020 6/26/2023 12/13/24</p> <p>Next review date: 12/13/2027</p>
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