

**HIP 2.0 MCE Reporting Manual
Section III - C: Provider Services Reports**

General Report Description	
QR-P3 Provider Credentialing	
Purpose	To monitor the volume and timeliness of the MCE's credentialing system.
Format	Excel template
Qualifications/ Definitions	This is a quarterly report. The MCE must submit the report to OMPP by the last day of the month following the end of the reporting quarter.
QR-P3 Data Elements	
Item 1	Number of Enrolled Providers Subject to Credentialing
Description	Enter the total number of enrolled providers with the MCE as of the last day of the reporting period for which, per NCQA guidelines, credentialing (and recredentialing) is required. Enter as a whole number.
Item 2	Number of Providers for which Credentialing or Recredentialing was Initiated
Description	Enter the total number of providers for which, per NCQA guidelines, credentialing (and recredentialing) was initiated in the reporting quarter. Enter as a whole number.
Item 3	Number of Providers for which Credentialing or Recredentialing was Completed
Description	Enter the total number of providers for which credentialing or recredentialing was completed in the reporting quarter. For this measure, completed means a decision as a result of a Level 1 review, a Level 2 review, or a decision by the MCE credentialing committee. Enter as a whole number.
Item 4	Number of Providers where Credentialing was Completed with a Level 1 Review
Description	Of the total reported in Item #3, report the number of providers for which only a Level 1 review was completed. A Level 1 review is also referred to as a "clean" review, i.e. the provider was not presented to the MCE credentialing committee for review.

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Item 5	Number of Providers where Credentialing was Completed with a Level 2 Review
Description	Of the total reported in Item #3, report the number of providers for which only a Level 2 review was completed. A Level 2 review means that the provider was presented to the MCE credentialing committee for review.
Item 6	Number of Providers that were not Credentialed or Recredentialed
Description	Of the total reported in Item #3, report the number of providers for which the MCE decided not to credential or recredential the provider for any reason.
Item 7	Average Time to Complete the Credentialing Process
Description	For those providers whose credentialing or recredentialing process was completed during the reporting quarter, identify the average number of business days to complete the credentialing process. Enter a whole number.
Formula	To report this measure, use the date when the provider submitted the application as the beginning date and the date when the credentialing or recredentialing application was fully processed as the end date. <ul style="list-style-type: none"> • Numerator = Total number of business days to process all credentialing applications • Denominator = Total number of credentialing applications processed