

## Health Professionals' Services Program Program Guidelines

**Title: Compliance Letters and Reports**

**Pages: 1**

**Revision Date: 7/21/2021**

### **Guideline:**

1 Licensees may be requested to provide documentation of participation in and compliance with  
2 HPSP from credentialing entities, state licensing boards or monitoring programs outside of  
3 Oregon, Human Resource departments at licensee's place of employment, educational  
4 institutions, or other entities. HPSP will complete and submit such reports on the licensee's  
5 behalf as follows:

- 6 1. A fully executed IBH Release of Information is required from the licensee for all  
7 compliance requests.
- 8 2. The request for the compliance letter or report must be received by HPSP in writing (fax,  
9 mail, or email). This request may be forwarded from the licensee, but it must include  
10 the requestor's full name, title, and entity represented, as well as their professional  
11 contact information.
- 12 3. The letter or report will be submitted from HPSP directly to the party requesting this  
13 information. The report will not be sent from HPSP to the licensee.

### 14 **Compliance Letter**

15 A compliance letter may be requested by a credentialing agency, entity, or department for the  
16 purposes of determining a licensee's eligibility to obtain or retain clinical privileges therein. It  
17 may also be sent to third parties requesting compliance information other than state licensing  
18 boards or monitoring programs. Compliance letters contain general compliance information.

### 19 **Compliance Report**

20 A compliance report may be requested by state licensing boards or monitoring programs  
21 outside of Oregon. Compliance reports contain more specific compliance information per  
22 HPSP's contractual obligation to state licensing boards and monitoring programs outside of  
23 Oregon.