I. **Purpose:**
   To provide a mechanism for verification of licensure/authorization to practice in Mississippi.

II. **Scope:**
   Registered Respiratory Therapists  
   Certified Respiratory Therapists  
   Certification Eligible Respiratory Therapists  
   Administrative Designee

III. **Policy:**
   1. Each Respiratory Therapist is responsible for maintaining a current Mississippi license to practice in Mississippi.
   2. Verification of licensure will be performed on newly-employed therapists, on individual and sporadic expiration dates as indicated on temporary license; and bi-annually as necessary, usually before or on August 31 as mandated by the Mississippi State Board of Health.

IV. **Procedure:**
   1. Each Respiratory Therapist must present a copy of current license/authorization to practice in the State of Mississippi to the administrative designee prior to the expiration of their current license.
   2. The administrative designee will make two copies of the signed license. One copy will be placed in the employee’s personnel file. A copy will be sent to the Human Resources department.
   3. The administrative designee will verify the correct name, expiration date and license/authorization status of each therapist with the Board via facsimile using Attachment A or a form similar to that.
   4. The administrative designee will place a copy of the written verification from the Board’s designee in each employee’s files.
5. The administrative designee will notify the clinical administrator of employees not properly licensed to practice.

6. The administrative designee will notify the clinical administrator of employees with a license status of: temporary, probationary, or revoked.

7. The administrative designee will notify the clinical administrator of employees with an expiration date other than the designated bi-annual date.

8. The clinical administrator will make note for action on all licensed employees with a non-biannual expiration date.

9. The clinical administrator will insure that persons improperly licensed will not be allowed to practice therapy.

10. Human Resources may suspend employees who have expired, evoked, or suspended licenses.

11. The clinical administrator will decide along with Human Resources, whether to retain and/or how to assign a therapists whose license becomes restricted while employed.

V. Reference:

Regulations Governing Licensure of Respiratory Care Practitioners, Revised and Reprinted January 21, 1998
Please verify that these employees and potential employees of UHC possess a Respiratory Care Practitioner License. We are doing this to comply with JCAHO and other regulatory agency requirements.

<table>
<thead>
<tr>
<th>Practitioner</th>
<th>Alleged License#</th>
<th>SSN</th>
<th>Licensee Status</th>
<th>Expiration Date</th>
<th>Verified by</th>
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Verification may be returned by fax to me at (601) 815-3928.

If you should have any questions or comments, please feel free to contact me at (601) 984-2090.

Thanks,

Linda Croff-Poole

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