



**DEPARTMENT OF VETERANS AFFAIRS**  
**Veterans Health Administration**  
**Washington DC 20420**

In Reply Refer To: 10Q

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Executive Director  
<Insert Name of Board>  
<Insert Street Address>  
<Insert City, State, Zip Code>

Subject: Explanation of Department of Veterans Affairs Release of Information

On November 14, 2008, the Department of Veterans Affairs (VA) implemented new policy on licensure verification for all licensed health care practitioners. This policy change was in response to Congressional queries on VA's Credentialing process and proposed legislation.

Veterans Health Administration policy now requires a written verification of all licensed health care providers be made within five (5) days of appointment to a VA facility. Concurrent with this requirement, VA implemented a new Release of Information form as part of our credentialing process. A copy of this new release form is enclosed. This Release of Information, signed by the practitioner, authorizes the State licensing board to disclose to VA all malpractice judgments and disciplinary actions as well as all open investigations and outstanding allegations and investigations.

It is our understanding from the credentialers at our medical facilities that some State licensing boards do not provide any information in response to a written request. Other State licensing boards are providing the same information as is available on the State licensing boards' web site.

As the national program manager, I am interested in cataloguing the ability and willingness of the State licensing boards to respond to these written requests. I am requesting your assistance in gaining this information. If you could please confirm your Boards' willingness to respond to VA medical facilities on the enclosure and return it to me in the enclosed envelope within 30 days, I would appreciate it.

Thank you in advance for your assistance. If you have any questions, please do not hesitate to contact me at 919.474.3905, or by e-mail at [Kathryn.enchelmayer@va.gov](mailto:Kathryn.enchelmayer@va.gov).

Sincerely,

Kathryn W. Enchelmayer, MS, MHSA  
Director, Credentialing and Privileging

Enclosures (3)

FL 10-490  
MAY 2009

Enclosure

Thank you for taking a few minutes to help the Department of Veterans Affairs catalogue the responses from State licensing boards.

Is the following information correct?

Yes

No

<Insert Name of Board>

<Insert Street Address>

<Insert City, State, Zip Code>

If no, the correct information is:

Name of Board: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Will your Board provide written verification to VA requests for licensure?                      Yes                      No

Will your Board recognize the VA's Release of Information and release all malpractice judgments and disciplinary actions as well as all open investigations and outstanding allegations and investigations?                      Yes                      No

Does your Board charge a fee for written verifications made to Federal institutions?                      Yes                      No

If you charge a fee, what is the fee?                      \_\_\_\_\_

Thank you for your response. We will make this information available to all credentialers.