

CredentialStream[®] User Guide

Connecting to NAMSS PASS[®] via ECP

One-time setup, enterprise data sharing, and integrated affiliation verification

Important: CredentialStream users need BOTH a NAMSS PASS API Key and NAMSS PASS Letter Key. After the client organization configures the ECP affiliation letter in NAMSS PASS, both keys are used to complete the CredentialStream connection.

Overview: How the Connection Works

The HealthStream[®]-NAMSS PASS[®] Electronic Connectivity Program (ECP) integration connects CredentialStream with NAMSS PASS so organizations can securely share provider affiliation data and support affiliation primary source verification workflows.

To use the integration, your organization must first obtain the appropriate NAMSS PASS credentials, configure the NAMSS PASS account in CredentialStream, and identify the facilities, record statuses, queries, and fields that should be sent through the interface. Once setup is complete, users can continue their day-to-day affiliation verification work in CredentialStream and Validate, including using VerifyNow for supported organizations.

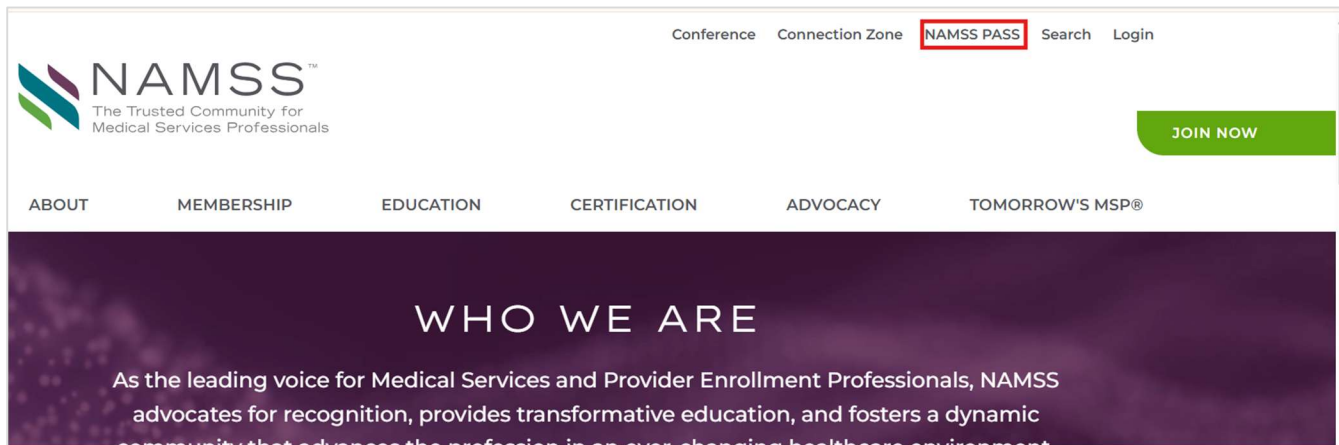
Step 1 — Set Up or Access Your Existing NAMSS Account

Follow the same NAMSS account and PASS access process used by all NAMSS PASS users

Before You Begin

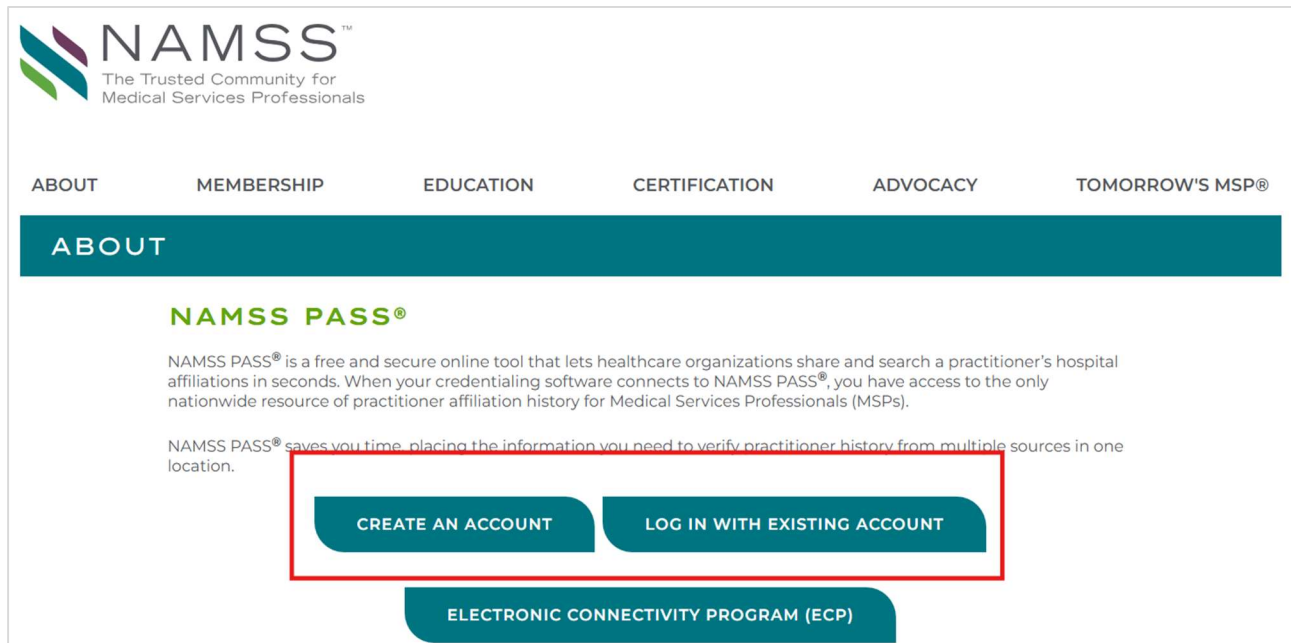
- All NAMSS PASS users must first create and set up their account through the [NAMSS.org](https://www.namss.org) website. Once your account is established, you can access NAMSS PASS and continue with the CredentialStream connection setup.
- NAMSS is a membership association that provides education, certification, and professional resources to medical services professionals (MSPs). All users must create a free NAMSS account to access NAMSS PASS.
- NAMSS PASS is a secure, online database of practitioner hospital affiliation history that integrates with CredentialStream.

Access NAMSS PASS from the NAMSS homepage:



- Go to the NAMSS PASS landing page on the [NAMSS.org](https://www.namss.org) website.
- If you have an existing NAMSS account, sign in with your username and password.

Create a NAMSS account if you do not already have one

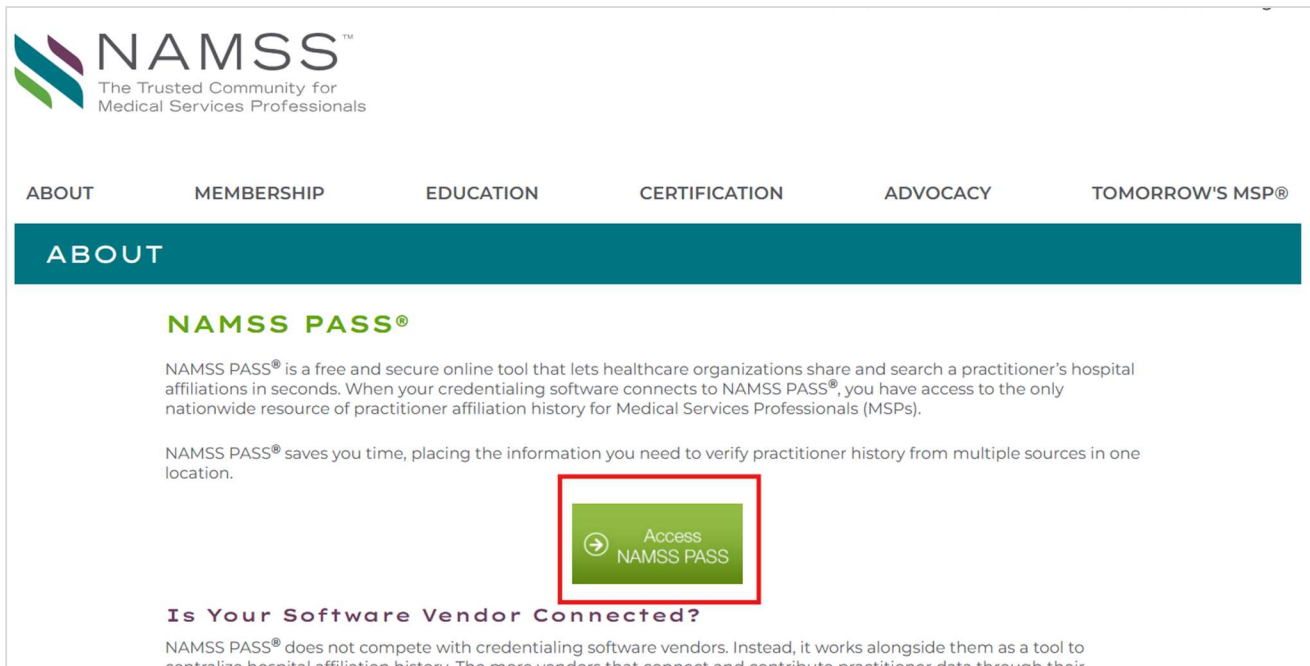


- To create a NAMSS account, enter the information below and select “Continue:”

- Once submitted, you will receive an activation email from NAMSS Support. Open the email and click the verification link.

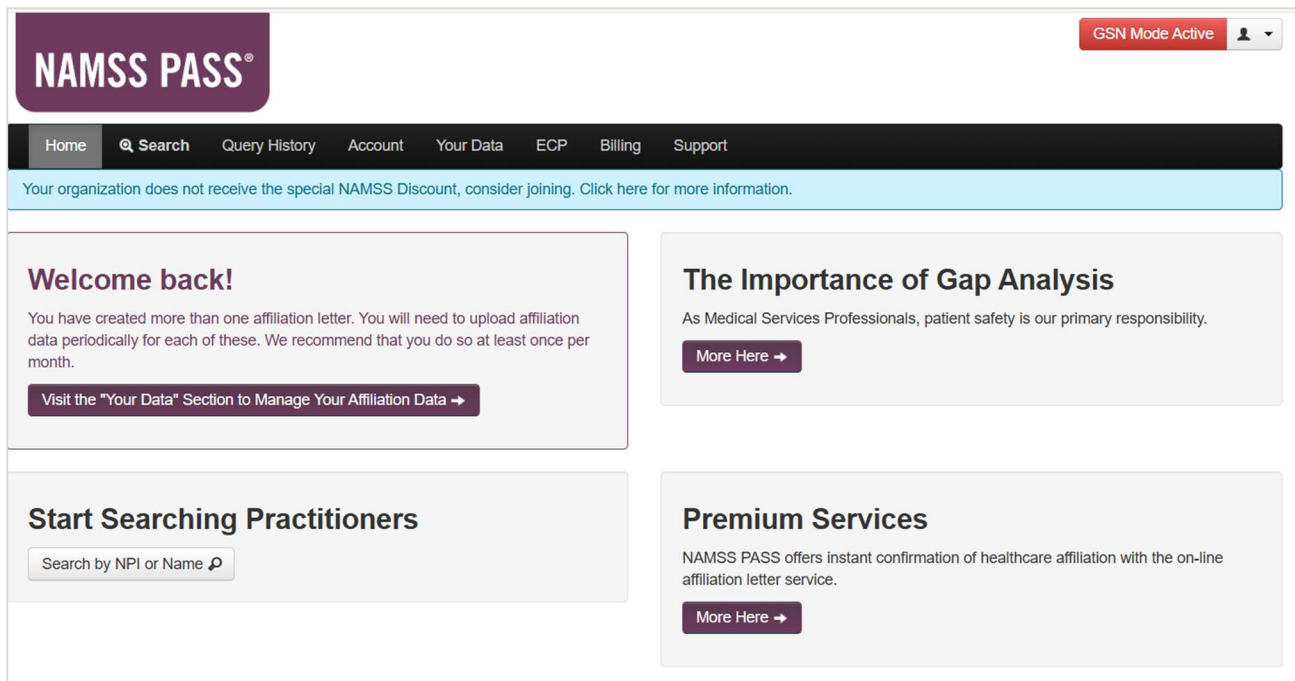
Enter the secure NAMSS PASS portal

- Once logged in to your NAMSS account, click the green “Access NAMSS PASS” button:



The screenshot shows the NAMSS PASS website. At the top is the NAMSS logo with the tagline "The Trusted Community for Medical Services Professionals". Below the logo is a navigation bar with links: ABOUT, MEMBERSHIP, EDUCATION, CERTIFICATION, ADVOCACY, and TOMORROW'S MSP®. The "ABOUT" section is highlighted with a teal background. Below this, the "NAMSS PASS®" heading is followed by a paragraph explaining that it is a free and secure online tool for sharing and searching practitioner hospital affiliations. Another paragraph states that it saves time by centralizing information from multiple sources. A green button with a right arrow and the text "Access NAMSS PASS" is highlighted with a red rectangle. Below the button, the heading "Is Your Software Vendor Connected?" is followed by a paragraph explaining that NAMSS PASS works alongside credentialing software vendors to centralize hospital affiliation history.

- You will be directed to the secure NAMSS PASS portal shown below.



The screenshot shows the secure NAMSS PASS portal. At the top left is the NAMSS PASS logo. At the top right, it says "GSN Mode Active" next to a user profile icon. Below the logo is a navigation bar with links: Home, Search, Query History, Account, Your Data, ECP, Billing, and Support. A light blue banner below the navigation bar states: "Your organization does not receive the special NAMSS Discount, consider joining. Click here for more information." The main content area is divided into four sections:

- Welcome back!**: A message stating "You have created more than one affiliation letter. You will need to upload affiliation data periodically for each of these. We recommend that you do so at least once per month." with a button "Visit the 'Your Data' Section to Manage Your Affiliation Data →".
- The Importance of Gap Analysis**: A message stating "As Medical Services Professionals, patient safety is our primary responsibility." with a button "More Here →".
- Start Searching Practitioners**: A search bar with the placeholder text "Search by NPI or Name 🔍".
- Premium Services**: A message stating "NAMSS PASS offers instant confirmation of healthcare affiliation with the on-line affiliation letter service." with a button "More Here →".

Step 2 — Add the ECP Connection in NAMSS PASS

Use the ECP tab to begin the CredentialStream connection

From the NAMSS PASS home page, select the ECP tab. Your User/Client API Key is displayed on this page. You will need this key later when configuring CredentialStream.

[Home](#)
[Search](#)
[Query History](#)
[Account](#)
[Your Data](#)
[ECP](#)
[Billing](#)
[Support](#)

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Electronic Connectivity Program (ECP)

Learn About ECP

ECP is NAMSS PASS's secure integration framework that allows credentialing software vendors to automatically transmit and retrieve primary-source affiliation data directly within their workflow - eliminating manual letter requests and reducing turnaround time.

Your User/Client API Key

ikrmd1ek7mb5hij1q0os3rfqn113268
Copy

ECP Powered Affiliation Letters
+ Add ECP Connection

Facility Name	Letter ID	Status	LetterKey	Actions
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1. Select + Add ECP Connection.
2. Enter the Facility Name, Contact Phone, Contact Fax, Default City, and Default State.
3. Select Create ECP Connection.

Add your facility and contact information

Facility Name:

Contact Phone:

Contact Fax:

Default City:

Default State:

Create ECP Connection

Step 3 — Open the New ECP Facility & Configure the Letter

Complete the NAMSS PASS letter setup before configuring CredentialStream

After creating the connection, return to the ECP tab. The new facility will appear in the ECP Powered Affiliation Letters area. Select “Manage Affiliation Data / Edit this Letter.”

[Home](#)
[Search](#)
[Query History](#)
[Account](#)
[Your Data](#)
[ECP](#)
[Billing](#)
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Thank you for being a contributing entity. Your organization does receive the special discount.

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Your User/Client API Key

ikrmd1ek7mb5hij1q0os3rfqn13268 [Copy](#)

ECP Powered Affiliation Letters

[+ Add ECP Connection](#)

Facility Name	Letter ID	Status	LetterKey	Actions
NAMSS PASS Hospital	4755	ECP Powered	4755cgurnvticc1julk4uj1p0349bv Copy	Manage Affiliation Data / Edit this Letter

Set up the affiliation letter

- Enter the contact information that should appear on the letter, including phone, fax, email, and website URL.
- Choose the appropriate NAMSS PASS letter template/good-standing language.
- Upload the organization's Letterhead/Logo (JPEG or PNG).
- Upload the Letter Signature (JPEG or PNG).
- Review the completed letter configuration for accuracy.

Manage Data / Edit Letter: NAMSS PASS Hospital

[Return to Your Data](#)
[advanced options](#)

Manage Your Data

Letter/Data Status:

ECP Powered

Letters will be printed through Electronic Connectivity Partner (ECP) Connection. Please ensure your letter key is properly configured in your partner service.

Letter Key:

4755cgurnvticc1julk4uj1p0349bv [Copy](#)

Edit Your Letter

Optional depending on your ECP Vendor

[View Template #1](#)
[View Template #2](#)
[View Template #3](#)

Default Template: Template Letter #1

[Change default](#)

Contact Info for this Letter

[Change Contact Info](#)

Phone: 858-274-6828

Fax:

Email:

Website / URL:

Display: Phone only

Additional Letter Configuration

[Change Additional Info](#)

Letterhead/Logo

[Sample Logo](#)

Letterhead Not On File

[Upload Logo](#)

Letter Signature

[Sample Signature](#)

Signature Not On File

[Upload Signature](#)

[Edit Signature Name/Title](#)

Step 4 — Copy BOTH Required NAMSS PASS Keys

CredentialStream requires the User/Client API Key and the Letter Key

After the ECP affiliation letter is configured, return to the ECP tab. Copy both values needed for CredentialStream:

- User/Client API Key — shown in the panel on the right side of the ECP page.
- Letter Key — shown in the row for the applicable ECP Powered Affiliation Letter.

[Home](#)
[Search](#)
[Query History](#)
[Account](#)
[Your Data](#)
[ECP](#)
[Billing](#)
[Support](#)

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Your User/Client API Key

ikrmd1ek7mb5hi1q0os3rfqn113268 [Copy](#)

ECP Powered Affiliation Letters

[+ Add ECP Connection](#)

Facility Name	Letter ID	Status	LetterKey	Actions
NAMSS PASS Hospital	4755	ECP Powered	4755cgurnvticc1julk4ujlp0349bv Copy	Manage Affiliation Data / Edit this Letter

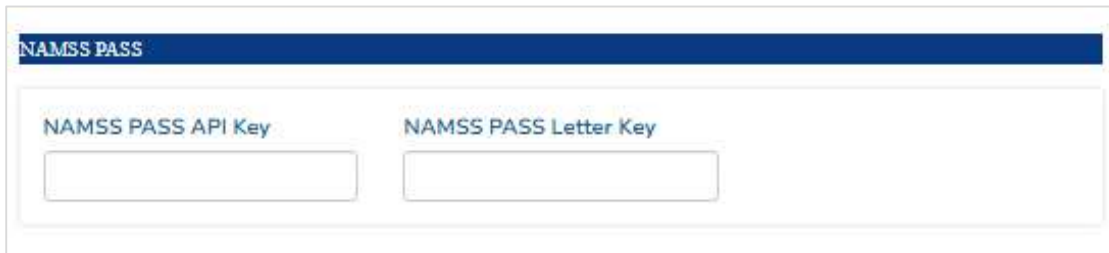
REQUIRED VALUE	PURPOSE
NAMSS PASS User/Client API Key	Connects CredentialStream to the organization's NAMSS PASS account.
NAMSS PASS Letter Key	Links the CredentialStream affiliation data to the applicable NAMSS PASS verification letter.
Do not proceed with only one key: CredentialStream requires BOTH the NAMSS PASS User/Client API Key and NAMSS PASS Letter Key.	

Step 5 — Configure NAMSS PASS in CredentialStream

Enter the NAMSS PASS connection information

Navigate to: [Set Up](#) → [System](#) → [Configuration](#) → [System Parameters](#) → [Integrated Accounts](#)

1. Locate the NAMSS PASS section.
2. Set “Opt Into NAMSS PASS” to Yes.
3. Enter the NAMSS PASS Global API Key.
4. Enter the NAMSS PASS Letter Key.
5. Add the facilities whose data should be sent through the interface.
6. Add the desired provider Record Statuses to define the provider population included.



The screenshot shows a configuration window for NAMSS PASS. At the top is a dark blue header bar with the text "NAMSS PASS" in white. Below the header, there are two input fields side-by-side. The first field is labeled "NAMSS PASS API Key" and the second is labeled "NAMSS PASS Letter Key". Both fields are empty and have a light gray border.

Facility-specific setup: If the connection needs to be configured at the facility level, enter the NAMSS PASS API Key and Letter Key on each applicable facility record.

Step 6 — Configure Affiliation Queries & Status Logic

CredentialStream determines which provider affiliations are sent to NAMSS PASS

Configure the appropriate CredentialStream query for each affiliation scenario and identify the source of the From and To dates.

STATUS	DEFINITION
Good Standing (Active)	Practitioner is currently active and in good status within the organization.
Good Standing (Not Active)	Practitioner was previously affiliated and in good standing when they left the organization.
Call the MSO	Practitioner is not in good standing; the Medical Staff Office should be contacted for additional information.

The screenshot shows a configuration interface with three sections, each corresponding to a status from the table above:

- Good Standing (Active):** The 'Query' dropdown is set to 'Affiliation Verification - Good Standing'. The 'Select From/To Date Source' is 'Facilities'. The 'Select From Date Field' is 'Status From' and the 'Select To Date Field' is 'Status To'.
- Good Standing (Not Active):** The 'Query' dropdown is set to 'Affiliation Verification - Inactive - Good Standing'. The 'Select From/To Date Source' is 'Facilities'. The 'Select From Date Field' is 'Status From' and the 'Select To Date Field' is 'Status To'.
- Call the MSO:** The 'Query' dropdown is set to 'Affiliation Verification - Not In - Good Standing'. The 'Select From/To Date Source' is 'None'. The 'License Type' dropdown is set to 'State License'.

CredentialStream Content: Templates are available in the Bolt Content library for the supported status scenarios. Link the appropriate query to each status in System Parameters and select the appropriate From/To date source.

Step 7 — Confirm Required Fields Sent to NAMSS PASS

Validate the mapped provider affiliation data before production

REQUIRED FIELD	DESCRIPTION	TYPE
Firstname	Practitioner first name	Text
Lastname	Practitioner last name	Text
NPI	Practitioner NPI	Number
LicenseNumber	State license number (optional)	Text
FromDate	Original start date at the facility	Date
ToDate	Termination/resignation date	Date or Text
FacilityName	Facility tied to the practitioner affiliation	Text
Specialty	Practitioner's primary specialty	Text
Status	Affiliation status at the facility	Text
Letter	Letter output indicator used by NAMSS PASS. 0 = no letter available; 1, 2, 3, or 4 = letter output based on the configured queries/output templates.	Number
Before go-live: Validate representative records for active, previously affiliated, and MSO-contact scenarios and confirm the resulting NAMSS PASS affiliation data and letter behavior.		

Step 8 — What Happens After Setup

CredentialStream keeps the enterprise contribution current

Eligible provider data is stored in CredentialStream's integration cache and refreshed nightly when provider records change. NAMSS PASS retrieves the configured affiliation data through the integration.

- Data sharing runs automatically through the configured CredentialStream integration.
- Facilities, provider record statuses, queries, and mapped fields control the data population sent.
- The NAMSS PASS Letter Key links the feed to the correct verification letter.
- Spot-check the connection after initial setup and after material configuration changes.

Returning users: NAMSS PASS remains important for account management, API/Letter Key administration, letter configuration, and ECP support. Day-to-day supported verification activity can remain in CredentialStream.

Step 9 — Request the NAMSS PASS Plug-In if Needed

Connect supported affiliation institutions in Validate

If a hospital is not already linked to the NAMSS PASS affiliation plug-in, request the plug-in from the Validate Library.

Before requesting a new plug-in: Go to [Data](#) → [Validate Library](#) → [Training & Affiliation](#) and filter Search URL using “contains” = namss. This shows organizations already linked to the NAMSS PASS plug-in and helps avoid unnecessary requests.

1. Navigate to [Data](#) → [vSource Data](#) → [Affiliation Institutions](#)
2. Locate the applicable institution.
3. Select “Request Plug-in.”
4. Include the institution URL and any additional information available for the request.
5. Select Submit.

Note: This step is for the CredentialStream NAMSS Affiliation Verification and is separate from setting up the client’s own ECP affiliation letter in NAMSS PASS.

Step 10 — Use VerifyNow for Supported Organizations

Retrieve available NAMSS PASS affiliation verification information in CredentialStream

Before beginning verification activity, confirm that the NAMSS PASS API Key is configured in System Parameters.

For hospitals already set up with the NAMSS PASS Affiliation plug-in:

1. Add the hospital to the provider record.
2. Select VerifyNow.
3. Review the available NAMSS PASS affiliation information returned into CredentialStream.

Integrated workflow: Users can perform supported affiliation verification through CredentialStream/Validate while NAMSS PASS supplies available affiliation verification information through the configured integration.