

APPLICATION PROCESS

PHASE I

- Application login is emailed to applicant.
- Upon receipt of a completed online application, designated staff from the Office of Medical Staff Affairs will begin processing.

PHASE II - (PLEASE NOTE: MAY TAKE 45 TO 90 DAYS FOR COMPLETION)

- Application is processed by designated staff in the Office of Medical Staff Affairs. The process includes:
 - **Review the of the following documents submitted by applicant:**
 - ✓ Completed Application – All questions answered
 - ✓ Claims history explanations (if any claims)
 - ✓ Explanation of any gaps in time on the CV, after obtaining professional degrees.
 - ✓ Complete and signed Delineation of Privilege form
 - ✓ Complete & signed Medicare Attestation
 - ✓ Complete & signed Collaborative Agreement – **APNs Only**
 - ✓ Complete & signed Supervisor Agreement – **PAs Only**
 - ✓ Current malpractice insurance certificate
 - ✓ Health information (MMR/PPD)
 - ✓ Receipt of request for any other missing documents from applicant
 - **Primary Source Verification of the following information submitted by applicant:**
 - ✓ Licensure/ CDS / DEA
 - ✓ Medical School
 - ✓ Graduate School
 - ✓ All Training Programs
 - ✓ Professional Certification
 - ✓ Board Status
 - ✓ Past & current hospital affiliations and/or employment
 - ✓ Professional References queried and response received
 - ✓ Claims history is requested form the liability insurance carrier
 - ✓ Completion of all above & all other forms included in the application packet

PHASE III - INTERVIEW & RECOMMENDATION

- Interview letter is sent to the Applicant to meet with the Chair and/or Chief, Chief Nursing Executive, and Physician Assistant representative(if applicable).
- Applicant meets with Chair and/or Chief or any others identified above.
- Chair and/or Chief submits recommendation letter and signed privilege form.

PHASE IV- COMMITTEE REVIEW & RECOMMENDATION

- If approved at the Credentials Committee meeting, application file will be referred to the Medical Executive Committee with recommendation.
- Medical Executive Committee makes recommendation to the Board of Trustees.

PHASE V- BOARD OF TRUSTEE APPROVAL

- Applicant is notified of the decision of the Board of Trustees via email.