



## **TIPS FOR EXPEDITING YOUR APPLICATION**

- Utilize the checklist included in the cover letter to assure that you are providing all of the required documents.
- Fill out all of the forms completely.
- Provide the physician profile/case list with your application or as soon thereafter as possible. Your application cannot be processed without it.
- Provide a current, distinguishable photograph. It is attached to all verification requests so we are unable to process the application without it. We also include the photograph in our house-wide database for identification purposes.
- Account for all time periods since the completion of medical school. If gaps in practice or training are identified it could delay the process.
- Provide complete addresses for all prior practice sites, references, and work/hospital affiliations - contact names, phone and/or fax numbers are also helpful.
- Provide list of all liability carriers for the past ten (10) years – include complete addresses, phone numbers and policy numbers.
- Provide full explanations to all ‘yes’ answers as required on the application and addendum forms.
- Be a participant in the process - your assistance contacting references, etc. to encourage them to provide a timely response will greatly expedite the process.
- Our goal is to process the application as quickly as possible. Be aware that without your assistance the credentialing process could take up to ninety (90) days or longer to complete. Your participation in the process and following the steps listed above can greatly reduce the processing time. Please let us know what we can do to help. The Medical Staff Office will keep you updated on the progress of your application. It is important to note, however, that the Medical Staff Bylaws state:

*Any Application for appointment, reappointment, change in category, or change in clinical privileges shall be deemed complete only when the Hospital and Medical Staff, including any committees, have received all information required to be produced or otherwise requested from the applicant. The applicant has the burden of producing, or causing others to produce, in a timely fashion all information supporting the applicant's qualifications and suitability for the clinical privileges and/or Medical Staff category requested, and resolving any doubts about these matters. The applicant's failure to sustain this burden within the time frame specified by the Medical Staff Services office, Credentials Committee or Medical Executive Committee (MEC) may, in the sole discretion of the MEC, result in the immediate withdrawal of the Application without further processing or consideration. The same shall be true if any person or institution fails or refuses to provide information requested on behalf of or in regard to the Applicant. The withdrawal of the Application shall be automatic upon expiration of the time frame specified, shall not require further action by the Credentials Committee or MEC, and shall not be considered a Professional Review Action under these Bylaws.*

*Submission of any false information on the Application for appointment or reappointment for Medical Staff membership and privileges may result in the immediate withdrawal of the Application without further processing or consideration, and may thereafter disqualify the applicant from Medical Staff membership or re-application at any time in the future. Additionally, the MEC may take any other action as allowable under law or these Bylaws that the*

*MEC may determine, in its sole discretion, to be appropriate. Submission of false information includes the omission of material true information or submission of untrue information.*

*When an applicant's initial Application has been denied for reasons other than falsification, the applicant shall not be eligible to apply until or unless the reason for any adverse action no longer exists and in no event, sooner than one (1) year from the date of denial or filing as incomplete.*

*Only a completed Application for staff membership qualifies for credentialing consideration. Upon receipt of a completed Application the Medical Staff Office shall verify its contents.*