

UNIVERSITY HOSPITALS AND HEALTH SYSTEM CREDENTIALING AND PRIVILEGING PROCESS

Our health system's process for credentialing and privileging applicants to the medical staff is generally described below, in order to give the applicant an idea of the steps and time frames involved. This description is not intended as a guarantee of any kind as to the outcome of the application, or the time frame of the final decision, nor is it inclusive of all steps which may be taken in any one applicant's credentialing and privileging process. Many parts of the application process depend on the timeliness and thoroughness of persons and organizations not directly connected with this health system. Applicants are encouraged to call the medical staff office at 601-984-4124 to discuss the status of their application whenever there are questions.

Activity	Responsible party	<i>Approximate</i> time frame
>>>>THE DEPARTMENT SHOULD BEGIN THE APPLICATION PROCESS FOR MISSISSIPPI LICENSURE AND MEDICAL MALPRACTICE INSURANCE <u>NOW</u>, ALONG WITH CHANGE OF ADDRESS ON DEA REGISTRATION<<<< <i>The licensure and insurance application process could take as long, or longer, than the credentialing process.</i> Medical Staff Services is available to assist with the licensing process.		
Application materials are sent to applicant as part of the initial offer packet	Department/Legal	
Application forms, privileges, and other required documents are sent back to the medical staff office	Applicant	Dependent on applicant.
Application forms are reviewed for completion: if more information is needed, applicant is contacted	Medical Staff office	Usually within 3-5 working days of receipt of forms (this step is only needed if applicant has not supplied sufficient information)
Applicant sends remaining information	Applicant	Dependent on applicant
When application forms are complete,		
<ul style="list-style-type: none"> License and certifications are verified online, or by fax or US mail. 	Medical staff office	Usually within 15 days of receipt of completed forms
<ul style="list-style-type: none"> Requests are sent to *primary sources, personal references and previous affiliations 	Medical staff office	Usually within 3 days of receipt of completed forms
<ul style="list-style-type: none"> NPDB/HIPDB, OIG and other required information is accessed online 	Medical staff office	Usually within 15 days of receipt of completed forms
Verifications completed	Primary sources (medical schools, sites of internship and residency), references, and previous affiliations	Dependent on the primary source's timely and complete response to requests for information. NOTE: Waiting for these responses is usually the

		single longest stage of the application process, sometimes involving second or third requests, if no response is received after the initial request
The application is deemed complete when all forms are complete, the databank has been successfully accessed, all verification and references have been returned completed, and all licensure, certification, faculty appointment and insurance requirements have been met. The shortest timeframe for completion of the application process (when all those contacted act promptly and information is submitted completely the first time) is about 45 to 60 days.		
Completed application is submitted to the Credentials committee for review at its next scheduled meeting	Medical Staff office	Credentials committee meets on the <u>2nd and 4th Tuesdays</u> of each month
The Credentials committee makes a positive recommendation to the Medical Executive Committee regarding membership and privileges, along with recommendations for focused professional practice evaluation requirements at its next meeting**	Credentials Committee	Medical Executive Committee meets on the <u>1st Wednesday</u> of each month
The MEC makes a positive recommendation to the Board regarding membership and privileges and the Board grants membership and privileges***	Chief of Staff	Usually within one day of the MEC meeting NOTE: Providers should not be scheduled to see patients until approval has been given by MEC/Board.
A letter is sent to the applicant informing them of the outcome	Medical staff office	Within 7 days of the board's approval
Information is sent to hospital systems to input the provider into the system	Medical staff office	Same day as board approval
Information is sent to managed care companies with whom UHHS has delegated credentialing agreements****	Medical staff office	Within 14 days of board approval
The shortest time frame from completed application to decision on membership and privileges is about two weeks. If there is a meeting cancellation, or failure to meet quorum, the time frame may be longer.		

* The medical staff office will contact medical school and any internship or residency sites for primary source verification.

** The Credentials Committee or the Medical Executive Committee, based on their review of the application, may request additional information. If so, the applicant will be notified of the request so that they can expect a delay in decision,

depending on the response by the application or other sources for additional information.

*** Should there be an action not recommending membership or privileges, procedures will be followed as outlined in the Medical Staff Bylaws and Rules and Regulations.

**** University Physicians is responsible for submitting the appropriate credentialing information to any companies/entities with whom no delegated credentialing agreement exists.