

## Initial Application: PHSOR Professional Staff

### Application requested

- Application Requested via PHSOR Medical Staff Services website

### Electronic application packet sent to applicant

- Verification Team sends Initial Application to practitioner.

## Completed Application Returned (Within 30 days)

### Applicant returns completed initial application

- 1) a complete, signed application form with complete verification of information
  - 2) a complete, signed request for privileges,
  - 3) the required application fee;
  - 4) other information as requested.
- Completed application should be returned no later than 30 days after application delivery.
  - Failure of an applicant to adequately respond to a request for assistance will, after thirty days, be deemed a voluntary withdrawal of the application.

## Verification Process (Requires 30-60 days)

### Verification team completes verification process

- Within the application, the applicant indicates a desired start date. This is recorded by the verification team as the PCVO Anticipated start date.
- The Regional Credentialing Office (RCO) will make every effort to process the initial application in time for practitioner to hold membership by the anticipated start date. If the anticipated start date cannot be met, the RCO will promptly communicate with the applicant regarding modified start date.
- Verifies all elements required for initial appointment (as defined in PHSOR Professional Staff policies)
- Every 2 weeks the Verification team sends missing items communication to remind provider & credentialing delegate for outstanding requests.
- Failure of an applicant to adequately respond to a request for assistance will, after thirty days, be deemed a voluntary withdrawal of the application.

## Administrative Review Manager (ARM) Process (Requires 20 days)

### AR Manager completes ARM review

- ARM team reviews file, confirms privilege criteria, assesses triage level, and identifies files for potential expedited process.
- Forwards to Primary Hospital Department Chair and OCC Member as required
- Supports review by Department Chair and other Professional Staff Leaders.

### Department Chair review (+ addt'l Professional Staff leaders as needed)

- Reviews complete credentialing file.
- Discusses questions/concerns with applicant or peer references.
- Approves requested privileges.
- Recommends applicant for reappointment (with or without restriction).

## Committee Review Process (Requires 20 days\*)

- Oregon Credentials Committee
- Medical Exec Committee(s)
- Oregon Medical Exec Committee
- Oregon Community Ministry Board

- Approved file is reviewed & approved at each committee.
- Final approval step is Oregon Community Ministry Board (OCMB).
- Applicant reviewed at OCMB meeting occurring the second week of the month.
- Upon final approval by OCMB, applicant receives a Board Approval letter.
- \*If an initial application meets criteria, the committee review process may be accomplished via the expedited approval process (as described in PHSOR professional staff policies).

## Date on Staff