

Credentials Verification Office

50 Medical Park East Drive

Birmingham, AL 35235

stvhscvo@ascension.org

P: (205) 838-3484

F: (205) 838-3518

Dear Applicant:

Thank you for your interest in St. Vincent's Health System! We are delighted to assist you in joining our staff. Please complete the attached pre-application and return to stvhscvo@ascension.org with the subject line "Pre-Application – [Insert Provider's Name w/ Sponsoring Physician's Name]."

All applications will be delivered electronically to the e-mail address listed on your pre-application. It is very important you complete **all** the required fields in order for us to send your application as soon as possible; failure to do so may delay the credentialing/privileging process.

Following the pre-app approval, you will receive an e-mail from stvhscvo@ascension.org in order for you to begin the online application process.

Please note: the Credentials Verification Office ("CVO") and the Medical Staff offices work together to process your application; ***we cannot guarantee your application will be processed within any requested time frame*** due to site-specific Medical Staff bylaw requirements (such as interviews, training, orientation, etc.).

- It would be beneficial to not only stay in contact with the CVO to provide any needed information, but also contact the appropriate Medical Staff Coordinator – listed below – for any items required at their specific facility:
 - Brittany Kimbrell – St. Vincent's Ambulatory Surgery Center; (205) 558-3579 or Lauren.Kimbrell@ascension.org
 - Emily McGuire – St. Vincent's Birmingham/St. Vincent's 119; (205) 939-7763 or Emily.McGuire@ascension.org
 - Michelle Brown – St. Vincent's Blount; (205) 274-3004 or Michelle.Brown6@ascension.org
 - Kelly Latham – St. Vincent's Chilton; (205) 258-4353 or Kelly.Latham@ascension.org
 - Alison Lebert – St. Vincent's East; (205) 838-3003 or Alison.Lebert@ascension.org
 - Joanna Murphree – St. Vincent's St. Clair; (205) 814-2105 or Joanna.Murphree@ascension.org

We appreciate your patience with this process and look forward to assisting you!

Sincerely,

Alison Lebert

Alison Lebert
Manager, Credentials Verification Office



St. Vincent's Health System

Pre-Application

General Instructions

Please provide your responses to the following questions by typing or printing in blue or black ink. If more space is needed, please attach additional sheets and make reference to the question(s) being answered. Where dates are requested, please provide both the month and year. **NOTE: It is our policy not to permit the use of references to a Curriculum Vitae (as in "see attached CV") when answering questions contained herein. A Pre-Application questionnaire containing such references will be considered incomplete and will not be reviewed.** Please return this Pre-Application to:

Credentials Verification Office or stvhscvo@ascension.org
 50 Medical Park East Drive F: (205) 838-3518
 Birmingham, AL 35235

I. Requested Entity/Entities

By checking the appropriate box, please indicate the facility in which you would like to request privileges. In addition to the entities please indicate the medical staff category to which appointment is desired. For additional information on each entity's category, refer to the Summary Definition pages attached hereto.

	STV Birmingham	Active	Active/Non-Admit		Courtesy	Non-Admit Consulting		119 Surgery Center
	STV Blount	Active	Active/Non-Admit	Dental	Courtesy	Consulting	Associate	Emergency Med
	STV East	Active			Courtesy	Active/Non-Admit (ambulatory, primary care only)		
	STV St. Clair	Active			Courtesy	Consulting		Emergency Med
	North Tower Surgery Center	Active				Associate		
	STV Chilton	Active			Courtesy	Consulting		Emergency Med

Please indicate your clinical specialty, as well as any procedures or privileges outside of that specialty area which you would like to request.

Specialty(ies): _____

II. General Identifying Information

Name (Please print): _____ Birthdate: _____

NPI: _____ Social Security# _____

Office Name*: _____ E-Prescribe Fax #** (_____) _____ - _____

Office Phone: (_____) _____ - _____ Office Fax: (_____) _____ - _____ **For EMR purposes

Office Address/City/State/Zip: _____

License Number/State: _____ DEA (if applicable): _____

Personal E-mail*: _____

*** Office information will show on our stvhs.com website for Active Medical Staff; please ensure the information provided is how you want it to appear to online. Emails will only be used by the Medical Staff offices to provide any important updates related to St. Vincent's Health System.**

III. Training

Medical School:

Name of Institution: _____

City, State, Providence, Country: _____

Dates of Attendance: _____/_____/_____ to _____/_____/_____
Month Year Month Year

Degree: _____ Completed? Yes No

Additional Post-Graduate Training (check appropriate box):

Internship Residency

Name of Institution: _____

City, State, Province, Country: _____

Dates of Attendance: _____/_____/_____ to _____/_____/_____
Month Year Month Year Specialty: _____

To the best of your knowledge, was this program ACGME accredited at the time of your training?

Yes No

Internship Residency (check appropriate box):

Name of Institution: _____

City, State, Province, Country: _____

Dates of Attendance: _____/_____/_____ to _____/_____/_____
Month Year Month Year Specialty: _____

To the best of your knowledge, was this program ACGME accredited at the time of your training?

Yes No

Fellowship

Name of Institution: _____

City, State, Province, Country: _____

Dates of Attendance: _____/_____/_____ to _____/_____/_____
Month Year Month Year Specialty: _____

To the best of your knowledge, was this program ACGME accredited at the time of your training?

Yes No

IV. Are you Board certified in the specialty or sub-specialty to which you will be requesting the delineation of privileges?

Yes No (Check appropriate box)

If Yes, please attach a copy of your Board certificate to this Pre-Application Questionnaire.

If No, have you completed a post-residency or fellowship in the specialty or sub-specialty for which you are seeking privileges in the past five (5) years? Yes No

V. Are there currently any restrictions on your medical license(s). Drug Enforcement Agency Certificate, or Alabama Controlled Substances Certificate?

Yes No (Check appropriate box):

If Yes, please explain: _____

VI. Have you ever been suspended, excluded, barred or sanctioned by the Medicare or Medicaid programs, any other State or Federal Health Care Program, by any government agency, or any private health insurance program?

Yes No (Check appropriate box):

If Yes, please explain: _____

VII. In addition to the information requested above, this Pre-Application must be returned with COPIES of the following documents:

1. If currently enrolled in training program, please submit a Letter of Good Standing from your program director;
2. Evidence of Board certification status or completion, in last five (5) years, or post-residency or fellowship in the specialty or sub-specialty for which privileges are sought;
3. Current Curriculum Vitae

VIII. Request for Application and Acknowledgement

I hereby request an application for appointment to St. Vincent's Health System Medical Staff. I understand that the information requested on this Pre-Application Questionnaire is sought to enable the Hospital to make an administrative determination as to whether I am eligible to receive an application. This Questionnaire does not constitute an application for Medical Staff membership.

Signature: _____ Date: _____

Please tell us the e-mail address where you would like us to send your online application:

Anticipated Start Date*:

*Anticipated state date is defined as the date you wish to begin working within the hospital. Please allow 60-90 days for processing.

Summary Definition of Medical Staff Categories



St. Vincent's Birmingham

Membership on the Medical Staff shall be divided into Active, Active Non-Admit, Associate, Courtesy, Consulting, Emeritus, and Non-Admitting Staffs. All appointments to the categories of the Medical Staff shall be made by the Governing Body on the recommendation of the Medical Executive Committee. Provisional Staff Membership is not a category of the Medical Staff but is a position of service in the medical staff framework necessary to establish future membership in a category of the medical staff.

The Active Medical Staff:

- (1) The Active Medical Staff shall consist of physicians, dentists and podiatrists who:
 - (a) Meet the basic qualifications for Staff membership as outlined in Bylaws; and
 - (b) Have fulfilled the requirements of Staff membership for the focus review period of initial appointment; and
 - (c) Have offices or residences which, in the opinion of the Medical Executive Committee are located in close enough proximity to the Hospital to provide continuity of patient care; and
 - (d) Regularly admit patients to, or otherwise are regularly involved in providing care to patients at the Hospital or meet the criteria set forth in subparagraph (e) hereof. The following activity criteria shall apply to Active Staff members of particular services or sections:
 - (i) Surgical Service (except for orthopedic surgery, oral surgery, ophthalmology and podiatry) - forty-eight (48) procedures per year.
 - (ii) Surgical Service - oral surgery, ophthalmology and podiatry - eighteen (18) procedures per year. Orthopedic Surgery (15) procedures per year.
 - (iii) Family Practice Section - twelve (12) admissions per year.
 - (iv) Pediatric Service - twenty (20) admissions per year.
 - (v) Other Services or Sections - admitting physicians- forty-five (45) admissions per year. Admissions may include outpatient procedures.
 - (vi) Other Services or Sections - non-admitting - are otherwise involved in care of patients in the Hospital's facilities. (EXAMPLE: Non-admitting physicians in Pathology, Radiology, and Anesthesiology, principally based at the Hospital.)
 - (e) Active Staff members who do not meet the foregoing activity criteria for two (2) consecutive years will have their Staff category changed to Courtesy Staff membership at the biennial reappointment of the Medical Staff.
- (2) The prerogatives of an Active Staff member shall be to:
 - (a) Admit patients without limitation according to bed availability and adequacy of the Hospital's ability to provide his/her patients appropriate support services.
 - (b) Exercise such clinical privileges as are granted to him/her.
 - (c) Use the Emergency Department and outpatient diagnostic and therapeutic services appropriate to his or her assigned privileges.
 - (d) Vote on all matters presented at general and special meetings of the Medical Staff and of the Service(s) and Committees of which he/she is a member.
 - (e) Hold office in the Staff organization, in his/her assigned Service(s), or Committees of which he/she is a member.
 - (f) Monitor Health Professional Affiliates.

- (3) Each member of the Active Staff shall:
 - (a) Retain responsibility within his/her area of professional competence for the continuous care and supervision of each patient in the Hospital for whom he/she is providing services or arrange a suitable alternative for such care and supervision.
 - (b) Be required to attend Medical Staff meetings as provided in these Bylaws.
 - (c) Be eligible to accept appointment or duties as requested by the President of the Medical Staff.
 - (d) Pay dues established by the Medical Staff.

The Active Non-Admit Medical Staff:

- (2) The Active Non-Admit Medical Staff shall consist of physicians who:
 - (a) Meet the basic qualifications for Staff membership as outlined in Bylaws
 - (b) Have fulfilled the requirements of Staff membership for the initial appointment; and
 - (c) Have offices which, in the opinion of the Medical Executive Committee are located in close enough proximity to the Hospital to provide continuity of patient care; and
 - (d) Have agreement with an Active Medical Staff member to provide medical care for their patients when hospitalized or seen in the Emergency Department at the Hospital. Regularly involved in providing care to patients at a primary care clinics. Physician may visit, and with patient authorization, follow their patients during hospitalization, but are not eligible for admitting privileges or any other clinical privileges.
- (2) The prerogatives of an Active Non-Admit Staff member shall be to:
 - (a) Refer patients without limitation according to bed availability and adequacy of the Hospital's ability to provide his/her patients appropriate support services.
 - (b) Use the outpatient diagnostic and therapeutic services appropriate to his or her specialty practicing.
 - (d) Vote on all matters presented at general and special meetings of the Medical Staff and of the Service(s) and Committees of which he/she is a member.
 - (e) Hold office in the Staff organization, in his/her assigned Service(s), or Committees of which he/she is a member.
- (3) Each member of the Active Non Admit Staff shall:
 - (a) Retain responsibility within his/her area of professional competence.
 - (b) Be required to attend Medical Staff meetings as provided in these Bylaws.
 - (c) Be eligible to accept appointment or duties as requested by the President of the Medical Staff.
 - (d) Pay dues established by the Medical Staff.

The Associate Medical Staff:

- (1) A physician, dentist or podiatrist who has not previously been a member of the Active Medical Staff may submit an application declaring that he/she intends to become a member of the Active Medical Staff and intends to meet all the qualifications and requirements for such Staff membership. An applicant who makes such declaration shall be considered for appointment to the Associate Medical Staff. Such appointment shall be provisional until the applicable Chief of Service(s) makes the recommendation required in Article III Section 3.5(b), but at least for one (1) year. After serving his/her provisional appointment, the Associate Staff Member may be advanced to the status of Active Medical Staff if he/she meets the qualifications and requirements for Active Staff membership. If there is insufficient activity to advance to Active Staff membership after two (2) years, the applicable Chief of Service may recommend transfer to the Courtesy Staff.

- (2) The prerogatives of an Associate Staff member shall be to:
 - (a) Admit patients to the Hospital under the same conditions as specified for Active Staff members.
 - (b) Exercise clinical privileges granted to him/her.
 - (c) Use the Emergency Department and outpatient diagnostic and therapeutic services appropriate to his/her assigned privileges.
 - (d) Vote on all matters presented at all Service(s) and Committees of which he/she is a member.

- (3) Each member of the Associate Staff shall:
 - (a) Retain responsibility within his/her area of competence for the continuous care and supervision of each patient in the Hospital for whom he/she is providing services or arrange a suitable alternative for such care and supervision.
 - (b) Not be eligible for appointment to chairmanship of standing Committees or hold office in the Medical Staff organization.
 - (c) Be required to attend Medical Staff meetings as provided in these Bylaws for Associate Staff members.
 - (d) Pay dues established by the Medical Staff.

The Courtesy Medical Staff:

- (1) The Courtesy Staff shall consist of physicians, dentists and podiatrists, each of whom:
 - (a) Meets the basic qualifications for Staff membership outlined in Bylaws; and
 - (b) Have fulfilled the requirements of Staff Membership for the Focus Review period of initial appointment; and
 - (c) Is located close enough to the Hospital or otherwise arranges to provide continuous care to his/her patients.

- (2) The prerogatives of the Courtesy Staff shall be to:
 - (a) Admit patients to the Hospital. At times of shortage of Hospital beds or excessive demands for other Hospital facilities, the elective admissions of the Courtesy Staff members shall be subordinate to those of Active and Associate Staff members. Urgent and emergency patients shall be admitted according to need.
 - (b) Exercise clinical privileges granted to him or her.
 - (c) Use the Emergency Department and outpatient diagnostic and therapeutic services appropriate to his/her assigned privileges.

- (3) Each member of the Courtesy Staff shall be required to:
 - (a) Become an Active Medical Staff member if he/she regularly meets the activity criteria set forth in Section 3.7(b)(1)(d) of this Article III or is otherwise regularly involved in care of patients in the Hospital facilities.
 - (b) Pay dues established by the Medical Staff.
 - (c) Retain responsibility within his/her area of professional competence for the continuous care and supervision of each patient in the Hospital for whom he/she is providing services or arrange a suitable alternative for such care and supervision.

- (4) Members of the Courtesy Staff shall not be required to attend Medical Staff meetings as provided in these Bylaws, though such attendance is encouraged.

The Consulting Medical Staff:

- (1) The Consulting Medical Staff shall consist of selected recognized specialists in the medical, dental or podiatric field who have applied for such appointments and who have shown a willingness to accept such an appointment.

- (2) The prerogatives of the Consulting Staff shall be to:
 - (a) Serve as consultants to other members of the Medical Staff in their particular specialty.
 - (b) Attend meetings of the Medical Staff, if desired, as an observer or participant in educational programs.

- (c) Have such other privileges as recommended by the Medical Executive Committee and approved by the Governing Body.
- (3) Members of the Consulting Staff shall not:
 - (a) Be required to attend Staff meetings.
 - (b) Have admitting privileges.
 - (c) Write orders.

The Emeritus Medical Staff:

- (1) The Emeritus Staff shall consist of physicians, dentists and podiatrists who are appointed to Emeritus positions on the Medical Staff. These individuals are physicians, dentists or podiatrists who have retired from membership on the Hospital Medical Staff.
- (2) Physicians, dentists and podiatrists who have retired from membership on the Hospital Medical Staff, contributed to the Medical Staff in serving the organization, and promoted and significantly supported the Hospital goals and activities, may be recommended to the Governing Body for appointment to the Emeritus Staff.
- (3) Members of the Emeritus Staff shall have no duties or assignments and will not be required to pay dues and will not be allowed to vote.
- (4) Members of the Emeritus Staff may apply for admitting or other privileges in accordance with the provisions of Article IV.
- (5) Members of the Active Staff may nominate individuals for appointment to the Emeritus Staff. Nominations should be submitted to the Credentials Committee.

The Non-Admitting Medical Staff:

- (1) The Non-Admitting Staff shall consist of physicians, dentists, and podiatrists who do not have a Hospital practice or whose Hospital practices are centered in outlying areas making it impossible for them to provide continuous care to patients admitted to this Hospital, but who wish to be associated with the Medical Staff for purposes of continuing education, collegial association and/or to establish and maintain a referral network. Applicants to the Non-Admitting Staff shall be subject to the same application process as all other members of the Medical Staff.
- (2) The prerogatives of the Non-Admitting Staff shall be to:
 - (a) Attend meetings of the Medical Staff, if desired, as an observer or participant in educational programs.
 - (b) Use outpatient diagnostic and therapeutic services appropriate to his/her assigned privileges.
- (3) Members of the Non-Admitting Staff shall not be allowed to vote, hold office, admit patients, or exercise clinical privileges.
- (4) Members of the Non-Admitting Staff shall not receive from or pay to another physician, dentist or podiatrist, either directly or indirectly, in cash or in kind, any remuneration for a referral to another member of the Medical Staff.

St. Vincent's Blount

The Medical Staff shall be divided into Active, Active/Non Admit, Associate, Consulting, Courtesy, Dental, Emergency Department and Honorary Categories.

The Active Medical Staff:

The Active Medical Staff shall consist of practitioners who have full admitting privileges, who are located close enough, in the opinion of the Medical Executive Committee, to the Hospital to provide continuous care to their patients, and who assume all the functions and responsibilities of membership on the Active Medical Staff, including emergency service care and consultation assignments. Members of the Active Medical Staff shall be appointed to a specified department, shall be eligible to vote and shall be eligible to hold office. They shall accept any staff committee assignments to which they may be elected or appointed and shall perform the expected duties of the position. Members of the Active Medical Staff shall take staff call as assigned by their Departments Director, and shall provide and promote the educational programs of the staff, unless excused by the Staff Chairman upon a showing of good cause. Active Staff Members shall actively participate in performance improvement, utilization review, as well as other evaluation and monitoring activities required of his profession/position. Active Staff Members shall be required to attend 50% of the regular medical staff meetings.

The Active/Non-Admit Medical Staff:

The Active/Non-Admit Medical Staff shall consist of physicians, dentists and podiatrists who:

- (a) Meet the basic qualifications for Staff membership as outlined in these Bylaws; and
- (b) Have fulfilled the requirements of Staff membership for the provisional period of initial appointment; and
- (c) Have office which, in the opinion of the Medical Executive Committee are located in close enough proximity to the Hospital to provide continuity of patient care; and
- (d) Admit no more than (10) patients per year. NOTE: Practitioners who admit over ten (10) patients per year will be reviewed for staff status change to Active staff; and
- (e) Refer patients to an Active Staff member at St. Vincent's Blount Hospital for inpatient services and are regularly involved in providing patient care to patients at a primary care clinic.

The Associate Medical Staff:

The Associate Medical Staff shall consist of practitioners who have full admitting privileges, and who are becoming associated for membership into the Active Medical Staff. They shall be located close enough to the Hospital, in the opinion of the Medical Executive Committee, to provide continuous care to their patients, and they shall assume all of the functions and responsibilities of membership as an Active Medical Staff member, including emergency service care and consultation assignments, except as restricted below. They shall serve a minimum of one full Medical Staff year on the Associate Medical Staff before being eligible for advancement to the Active Medical Staff. Members of the Associate Medical Staff shall be appointed to a specific department, and shall be eligible to vote unless otherwise restricted but shall not be eligible to hold office. They shall accept any staff committee assignments (except the Executive Committee, the Credentials Committee and Joint Conference and Accreditation Committee) to which they may be appointed, and they shall perform the expected duties of the position. They shall take staff call as assigned by their Departments Director and shall provide and promote the educational programs of the staff, unless excused by the Executive Committee upon a showing of good cause. Associate Staff Members shall be required to attend 50% of the regular medical staff meetings.

The Courtesy Medical Staff:

The Courtesy Medical Staff shall consist of physicians qualified for staff membership but who only occasionally admit patients (less than twelve (12) patients per year) to the Hospital or who act only as consultants. Courtesy Medical Staff Members shall be appointed to a specific department but shall not be eligible to vote, to hold office, to take emergency

department call for unattached patients, be required to live or practice close to the Hospital, or be required to attend department or medical staff meetings.

Courtesy Medical Staff Members who admit patients must be located close enough to the Hospital, in the opinion of the Medical Executive Committee, to provide continuous care to their patients or must have a referral agreement with an Active Staff Member.

Courtesy Staff members are eligible to accept any staff committee assignment, Department Director's appointment and be involved in the evaluation and results of performance improvement activities within that designated department.

Courtesy Medical Staff Members desiring to move to Active Medical Staff shall be required to first seek appointment to the Associate Medical Staff.

All Courtesy Medical Staff Members shall serve a one (1) year provisional appointment.

The Consulting Medical Staff:

The Consulting Medical Staff shall consist of members representing selected specialties who are willing to accept such appointment, who are members of the Active Medical Staff in another hospital, and who meet the criteria for medical staff membership. Consulting Staff Members shall not have admitting privileges, shall not be eligible to vote, shall not be eligible to take emergency department call for unattached patients, shall not be required to live or practice close to the Hospital, and shall not be required to attend department or medical staff meetings.

Consulting Staff Members are eligible to accept any staff committee assignment, Department Director's appointment and be involved in the evaluation and results of performance improvement activities within that designated department.

Consulting Staff members who signify a willingness to advance to Active Staff membership, shall be required to first seek appointment to the Associate Staff.

All Consulting Medical Staff Members shall serve a one (1) year provisional appointment.

The Dental Medical Staff:

The Dental Medical Staff shall consist of qualified independently licensed Practitioners who meet the general qualifications for membership as set out in Article IV of these Bylaws.

Dental Staff Members shall not be granted admitting privileges. All dental admissions must be referred through an Active or an Associate Medical Staff Member of this Hospital. Dental Medical Staff Members shall not be eligible to vote, to hold office, to serve on Medical Staff Committees, or to take emergency call for unattached patients, and they shall not be required to live or practice close to the Hospital, nor shall they be required to attend department or medical staff meetings.

All Dental Medical Staff Members shall serve a one (1) year provisional appointment.

The Emergency Department Medical Staff:

The Emergency Department Medical Staff shall consist of physicians who meet the criteria for medical staff membership and who work on an assigned schedule. They must be ACLS certified, ATLS certified and they must have completed the EMS Director's Course or are Board Certified in Emergency Medicine with ACLS certification and EMS Directors Course completion. Recertification in ACLS and ATLS shall be obtained within six (6) months of expiration date.

The Emergency Department Medical Staff Members shall not be privileged to admit patients to the Hospital, shall not be required to attend department or medical staff meetings, shall not be permitted to vote, shall not be required to hold medical staff office or committee appointments, and shall not be required to live close enough, in the opinion of the Medical Executive Committee, to provide continuous care to patients after completion of his/her assigned shift.

The Emergency Department Medical Staff Shall be privileged to write orders to admit patient to the hospital or transitional care under the appropriate physician and be privileged to provide temporary care for patients admitted to the hospital.

The Physician Director of the Emergency Department shall be involved in the evaluation and results of performance improvement activities within the Emergency Department.

All Emergency Department Medical Staff Members shall serve a one (1) year provisional appointment.

An Active Medical Staff Member may cover scheduled shifts if qualified.

Emergency Department Medical Staff Members desiring to move to Active Medical Staff shall be required to first seek appointment to the Associate Medical Staff.

The Honorary Medical Staff:

Medical staff members who have previously been active in the affairs of the Hospital and who are retiring from medical practice may request appointment to the Honorary Staff. Honorary Staff Members need not reside in the community and shall not be required to hold a license to practice in the State of Alabama. Honorary Staff Members shall not be eligible to admit or attend patients, vote, hold office or serve on standing Medical Staff Committees. Although not obligated, Honorary Medical Staff Members may attend medical staff meetings. Honorary Staff Members need not seek reappointment to the Medical Staff.

St. Vincent's Chilton

The Medical Staff shall be divided into Honorary, Active, Associate, Courtesy, Active Non-Admitting and Emergency Medicine Physicians categories. At appointment and reappointment, the Practitioner's Medical Staff category shall be determined.

The Honorary Medical Staff:

The Honorary Medical Staff shall consist of Practitioners who are not active in the Hospital or who are honored by emeritus position. These may be Practitioners who have retired from active Hospital practice, who are of outstanding reputation, not necessarily residing in the community, or who do not have a hospital practice or whose hospital practices are centered in outlying areas making it impossible for them to provide continuous care to patients admitted to this Hospital, but who wish to be associated with the Medical Staff for purposes of continuing medical education and collegial association. Honorary staff members shall not be eligible to admit patients, exercise Clinical Privileges, to vote, or to hold office. Honorary Medical Staff members may attend without vote Medical Staff Committee, and Department meetings as determined by the Medical Executive Committee, participate in educational programs, and observe the treatment and progress of patients whom the member referred to other Practitioners at the Hospital.

The Active Medical Staff:

1. The Active Medical Staff shall consist of Practitioners who: (i) are located close enough to the Hospital to provide continuous care to their patients, (ii) admit Hospital inpatients or outpatients and/or formally consult for a minimum of twelve (12) patients per Medical Staff Year, (iii) assume all the functions and responsibilities of membership on the Active Medical Staff, including emergency service care and consultation assignments, and (iv) have completed their term in the Associate medical Staff category. Members of the Active Medical Staff shall be appointed to a specific Medical Staff Department, shall be eligible to vote and to hold office. They shall accept any Medical Staff Committee assignments to which they may be elected or appointed, shall take Medical Staff emergency room call as assigned by the appropriate department Chair and shall provide and promote the educational programs of the Medical Staff, unless excused by the Medical Executive Committee upon a showing of good cause.

2. After two (2) consecutive Medical Staff Years in which the Active Medical Staff member fails to admit and/or consult for a minimum of twelve (12) patients per Medical Staff Year, that member shall be automatically transferred to the Courtesy Medical Staff, or such other appropriate Medical Staff category, if any, for which the member is qualified.

3. The Active Medical Staff member is to provide a letter listing the members of the Medical Staff who will provide continuous coverage when the Medical Staff Member is unavailable to provide care to his/her patients. The covering Practitioners must have similar Clinical Privileges and be a member in good standing of the Medical Staff. Any change in coverage arrangements must be reported to the President of the Medical Staff and President/COO or CMO (Medical Staff Affairs office) immediately.

The Associate Medical Staff:

1. The Associate Medical Staff shall be a provisional appointment and will consist of Practitioners who immediately prior to their application and appointment were not members (or were no longer members) in good standing in the Active Medical Staff and are being considered for advancement to membership on the Active Medical Staff. Associate Medical Staff members shall be located close enough to the Hospital to provide continuous care to their patients, and shall assume all of the functions and responsibilities as an Active Medical Staff member, including emergency service care and consultation assignments, except as restricted below. Members of the Associate Medical Staff shall be appointed to a specific Medical Staff Department, shall be eligible to vote, unless otherwise restricted, and shall be eligible to hold office. Associate Medical Staff members shall accept any Medical Staff Committee assignments to which they may be appointed. They shall take Medical Staff emergency room call as assigned by their Department Chair and shall provide and promote the educational programs of the Medical Staff, unless excused by the Medical Executive Committee upon a showing of good cause.

2. The Associate Medical Staff member is to provide a letter listing the members of the Medical Staff who will provide continuous coverage when the Medical Staff Member is unavailable to provide care to his/her patients. The covering Practitioners must have similar Clinical Privileges and be a member in good standing of the Medical Staff. Any change in coverage arrangements must be reported to the President of the Medical Staff and President/COO or CMO (Medical Staff Affairs office) immediately.

3. A member shall remain in the Associate Medical Staff for a minimum period of one (1) year, unless that status is extended by the Medical Executive Committee for an additional period of up to one (1) year upon a determination of good cause, which determination shall not be subject to review pursuant to Article X.

4. If the Associate Staff Member has satisfactorily demonstrated their ability to exercise the Clinical Privileges initially granted and otherwise appears qualified for continued Medical Staff membership, the member shall be eligible for placement on the Active Medical Staff upon recommendation of the Medical Executive Committee with approval of the Governing Body. In all other cases, the Medical Executive Committee shall make its recommendation to the Governing Body regarding a modification or termination of Clinical Privileges and/or Medical Staff membership.

The Courtesy Medical Staff:

1. The Courtesy Medical Staff shall consist of Practitioners qualified for Medical Staff membership who do not assume all functions and responsibilities of membership on the Active Medical Staff and who only occasionally admit patients or provide consultation (fewer than twelve (12) inpatients or outpatient admissions to the Hospital and formal consults in a Medical Staff Year). A Courtesy Medical Staff member must be a member of the active or provisional medical staff of some other hospital. Courtesy Medical Staff members shall be appointed to a specific Medical Staff Department. A Courtesy Medical Staff Member shall not be required to take Medical Staff emergency room call; provided, however, that such member can provide, if they so desire, emergency room call coverage upon approval of their Department Chair and the Medical Executive Committee.

2. Courtesy Medical Staff members shall be required to have documentation of current competency from those other hospitals where the Courtesy Medical Staff member possesses active or associate staff status in order to allow a judgment to be made of the member's ability to exercise the requested Clinical Privileges. This documentation will be requested by the applicable Department Chair through the Medical Staff Affairs Office and will be obtained at the time of initial appointment to the Medical Staff and at the time of successive reappointments.

3. Courtesy Medical Staff members who admit and/or consult twelve (12) or more patients at the Hospital in two (2) consecutive Medical Staff Years shall, upon review of the Medical Executive Committee, will be obligated to seek appointment to the Associate Medical Staff category. In order to move from the Courtesy Medical Staff to the Associate Medical Staff, the Practitioner must apply for appointment and follow all the procedures for appointment which are specified in Article VII as though they were a new applicant, with current letters of recommendation.

The Active Non-Admitting Medical Staff:

- (1) The Active Non-Admitting Medical Staff shall consist of physicians who:
 - (a) Applied for and meet the basic qualifications for Staff membership as outlined in Bylaws
 - (b) Have fulfilled the requirements of Staff membership for the initial appointment; and
 - (c) Have offices which, in the opinion of the Medical Executive Committee are located in close enough proximity to the Hospital to provide continuity of patient care; and
 - (d) Have agreement with an Active Medical Staff member to provide medical care for their patients when hospitalized or seen in the Emergency Department at the Hospital. Regularly involved in providing care to patients at a primary care clinics. Physician may visit, and with patient authorization, follow their patients during hospitalization, but are not eligible for admitting privileges or any other clinical privileges.

- (2) The privileges of an Active Non-Admitting Staff member shall be to:
 - (a) Refer patients without limitation according to bed availability and adequacy of the Hospital's ability to provide his/her patients appropriate support services.
 - (b) Use the outpatient diagnostic and therapeutic services appropriate to his or her specialty practicing.
 - (c) Vote on all matters presented at general and special meetings of the Medical Staff and of the Service(s) and Committees of which he/she is a member.
 - (d) Hold office in the Staff organization, in his/her assigned Service(s), or Committees of which he/she is a member.
- (3) Each member of the Active Non-Admitting Staff shall:
 - (a) Retain responsibility within his/her area of professional competence.
 - (b) Be required to attend Medical Staff meetings as provided in these Bylaws.
 - (c) Be eligible to accept appointment or duties as requested by the President of the Medical Staff.
 - (d) Pay dues established by the Medical Staff.

The Emergency Medicine Medical Staff:

Physicians who are members of the Service of Emergency Medicine ("Emergency Physicians") shall be members of the Medical Staff with all rights, privileges and responsibilities of Staff membership; provided, however, that Emergency Physicians will not have Clinical Privileges to care for patients admitted to the Hospital. Emergency Physicians will have admitting privileges for the limited purpose of evaluating a patient, admitting that patient to a particular Practitioner or service, assigning patient status (inpatient, outpatient or observation) and, in consultation with an attending Practitioner, writing transition orders for the care of such patient. The attending Practitioner shall immediately assume responsibility for the care of any patient admitted to him or her by an Emergency Physician. The application for Clinical Privileges filed by Emergency Physicians must contain a request for the specific emergency room Privileges (including limited admitting privileges) for which the physician is qualified.

St. Vincent's East

The Medical Staff shall be divided into Honorary, Active, Provisional, Active-Non Admit, Courtesy, and Resident Affiliate categories. At appointment and reappointment, the Practitioner's Medical Staff category shall be determined.

The Honorary Medical Staff:

The Honorary Medical Staff shall consist of Practitioners who are not Active in the Hospital. These may be Practitioners who have retired from Active Hospital practice, who are of outstanding reputation, not necessarily residing in the community, or who do not have a hospital practice or whose hospital practices are centered in outlying areas making it impossible for them to provide continuous care to patients admitted to this Hospital, but who wish to be associated with the Medical Staff for purposes of continuing medical education and collegial association. Honorary staff members shall not be eligible to admit patients, exercise Clinical Privileges, to vote, or to hold office. Honorary Medical Staff members may attend without vote Medical Staff Committee, and Department meetings as determined by the Medical Executive Committee, participate in educational programs, and observe the treatment and progress of patients whom the member referred to other Practitioners at the Hospital.

The Active Medical Staff:

1. The Active Medical Staff shall consist of Practitioners who: (i) are located close enough to the Hospital to provide continuous care to their patients, (ii) admit Hospital inpatients or outpatients and/or formally consult for a minimum of twelve (12) patients per Medical Staff Year, (iii) assume all the functions and responsibilities of membership on the Active Medical Staff, including emergency service care and consultation assignments, and (iv) have completed their term in the Provisional Medical Staff category. Members of the Active Medical Staff shall be appointed to a specific Medical Staff Department, shall be eligible to vote and to hold office. They shall accept any Medical Staff Committee assignments to which they may be elected or appointed, shall take Medical Staff emergency room call as assigned by their Department Chair and shall provide and promote the educational programs of the Medical Staff, unless excused by the Medical Executive Committee upon a showing of good cause.
2. After two (2) consecutive Medical Staff Years in which the Active Medical Staff member fails to admit and/or consult for a minimum of twelve (12) patients per Medical Staff Year, that member shall be automatically transferred to the Courtesy Medical Staff, or such other appropriate Medical Staff category, if any, for which the member is qualified.
3. The Active Medical Staff member is to provide a letter listing the members of the Medical Staff who will provide continuous coverage when the Medical Staff Member is unavailable to provide care to his/her Hospital patients. The covering physicians must have similar privileges and be a member in good standing of the Medical Staff. Any change in coverage arrangements must be reported to that physician's Department Chair and the Medical Staff office immediately.

The Active Non-Admit Staff (ambulatory, primary care practitioners only):

1. The Active Non-Admit Staff shall be a provisional, one-year appointment. Active Non-Admit Medical Staff members shall 1) Meet the basic qualifications for Staff membership as outlined in Bylaws, have fulfilled the requirements of Staff membership for the initial appointment; 2) Have offices which, in the opinion of the Medical Executive Committee are located in close enough proximity to the Hospital to provide continuity of patient care; 3) Have agreement with an Active Medical Staff member to provide medical care for their patients when hospitalized or seen in the Emergency Department at the Hospital. Physician may visit, and with patient authorization, follow their patients during hospitalization, but are not eligible for admitting privileges or any other clinical privileges; and **4) Must be ambulatory, primary care practitioners providing family medicine, internal medicine, and/or pediatric services.**

2. The privileges of an Active Non-Admit Staff member shall be to:
 - a) Refer patients without limitation according to bed availability and adequacy of the Hospital's ability to provide his/her patients appropriate support services;
 - b) Use the outpatient diagnostic and therapeutic services appropriate to his or her specialty practicing;
 - c) Vote on all matters presented at general and special meetings of the Medical Staff and of the Service(s) and Committees of which he/she is a member;
 - d) Hold office in the Staff organization, in his/her assigned Service(s), or Committees of which he/she is a member.
3. Each member of the Active Non-Admit Staff shall:
 - a) Retain responsibility within his/her area of professional competence;
 - b) Be required to attend Medical Staff meetings as provided in these Bylaws;
 - c) Be eligible to accept appointment or duties as requested by the President of the Medical Staff;
 - d) Pay dues established by the Medical Staff.

The Provisional Medical Staff:

1. The Provisional Medical Staff shall be a provisional appointment and will consist of Practitioners who immediately prior to their application and appointment were not members (or were no longer members) in good standing in the Active or Courtesy Medical Staff and are being considered for advancement to membership on the Active or Courtesy Medical Staff. Provisional Medical Staff members shall be located close enough to the Hospital to provide continuous care to their patients, and shall assume all of the functions and responsibilities as an Active and Courtesy Medical Staff member, including emergency room care and consultation assignments, except as restricted below. Members of the Provisional Medical Staff shall be appointed to a specific Medical Staff Department, shall be eligible to vote, unless otherwise restricted, and shall be eligible to hold office. Provisional Medical Staff members shall accept any Medical Staff Committee assignments to which they may be appointed. They shall take Medical Staff emergency room call as assigned by their Department Chair and shall provide and promote the educational programs of the Medical Staff, unless excused by the Medical Executive Committee upon a showing of good cause.
2. Each Provisional Medical Staff member shall undergo a one (1) year period of observation by a designated monitor or monitors as selected by the Medical Executive Committee. The purpose of the observation shall be to evaluate the member's: (i) proficiency in the exercise of Clinical Privileges initially granted, and (ii) overall eligibility for continued staff membership and advancement to the Active or Courtesy Medical Staff. Observation of Provisional Medical Staff members shall follow whatever frequency and format the Medical Executive Committee deems appropriate in order to adequately evaluate the Provisional Medical Staff member including, but not limited to, concurrent or retrospective chart review, mandatory consultation, and/or direct observation. Appropriate records shall be maintained and transmitted regularly to the Medical Executive Committee. After one (1) year the results of all observations shall be communicated by the designated monitor to the Medical Executive Committee.
3. The Provisional Medical Staff member is to provide a letter listing the members of the Medical Staff who will provide continuous coverage when the Medical Staff Member is unavailable to provide care to his/her Hospital patients. The covering physicians must have similar privileges and be a member in good standing of the Medical Staff. Any change in coverage arrangements must be reported to that physician's Department chair and the Medical Staff office immediately.
4. A member shall remain in the Provisional Medical Staff for a minimum period of one (1) year, unless that status is extended by the Medical Executive Committee for an additional period of up to one (1) year upon a determination of good cause, which determination shall not be subject to review pursuant to Article X.
5. If the Provisional Staff Member has satisfactorily demonstrated their ability to exercise the Clinical Privileges initially granted and otherwise appears qualified for continued Medical Staff membership, the member shall be eligible for placement in the Active or Courtesy Medical Staff upon recommendation of the Medical Executive Committee with approval of the Governing Body. In all other cases, the Medical

Executive Committee shall make its recommendation to the Governing Body regarding a modification or termination of Clinical Privileges and/or Medical Staff membership.

The Courtesy Medical Staff:

1. The Courtesy Medical Staff shall consist of Practitioners qualified for Medical Staff membership who do not assume all functions and responsibilities of membership on the Active Medical Staff and who only occasionally admit patients or provide consultation (fewer than twelve (12) inpatients or outpatient admissions to the Hospital and formal consults in a Medical Staff Year). A Courtesy Medical Staff member must be a member of the active medical staff of some other hospital. Courtesy Medical Staff members shall be appointed to a specific Medical Staff Department. A Courtesy Medical Staff Member shall not be required to take Medical Staff emergency room call; provided, however, that such member can provide, if they so desire, emergency room call coverage upon approval of their Department Chair and the Medical Executive Committee.
2. Courtesy Medical Staff members shall be required to have documentation of current competency from those other hospitals where the Courtesy Medical Staff member possesses active or other associate staff status in order to allow a judgment to be made of the member's ability to exercise the requested Clinical Privileges. This documentation will be requested by the applicable Department Chair through the Medical Staff Affairs Office and will be obtained at the time of initial appointment to the Medical Staff and at the time of successive reappointments.
3. Courtesy Medical Staff members who admit and/or consult twelve (12) or more patients at the Hospital in two (2) consecutive Medical Staff Years shall, upon review of the Medical Executive Committee, be obligated to seek appointment to the Active Medical Staff category. In order to move from the Courtesy Medical Staff to the Active Medical Staff, a Practitioner who has been on the Courtesy Medical Staff for more than 5 years must apply for appointment and follow all the procedures for appointment which are specified in Article VII as though they were a new applicant, with current letters of recommendation. In order to move from the Courtesy Medical Staff to the Active Medical Staff, a Practitioner who has been on the Courtesy Medical Staff for fewer than 5 years may request a change in status in writing.

St. Vincent's St. Clair

The Medical Staff shall be divided into Honorary, Active, Associate, Courtesy, Consulting, and Emergency Medicine Physicians categories. At appointment and reappointment, the Practitioner's Medical Staff category shall be determined.

The Honorary Medical Staff:

The Honorary Medical Staff shall consist of Practitioners who are not active in the Hospital or who are honored by emeritus position. These may be Practitioners who have retired from active Hospital practice, who are of outstanding reputation, not necessarily residing in the community, or who do not have a hospital practice or whose hospital practices are centered in outlying areas making it impossible for them to provide continuous care to patients admitted to this Hospital, but who wish to be associated with the Medical Staff for purposes of continuing medical education and collegial association. Honorary staff members shall not be eligible to admit patients, exercise Clinical Privileges, to vote, or to hold office. Honorary Medical Staff members may attend without vote Medical Staff Committee, and Department meetings as determined by the Executive Committee, participate in educational programs, and observe the treatment and progress of patients whom the member referred to other Practitioners at the Hospital.

The Active Medical Staff:

1. The Active Medical Staff shall consist of Practitioners who: (i) are located close enough to the Hospital to provide continuous care to their patients, (ii) admit Hospital inpatients or outpatients and/or formally consult for a minimum of twelve (12) patients per Medical Staff Year, (iii) assume all the functions and responsibilities of membership on the Active Medical Staff, including emergency service care and consultation assignments, and (iv) have completed their term in the Provisional Medical Staff category. Members of the Active Medical Staff shall be appointed to a specific Medical Staff Department, shall be eligible to vote and to hold office. They shall accept any Medical Staff Committee assignments to which they may be elected or appointed, shall take Medical Staff emergency room call as assigned by the President of the Medical Staff and shall provide and promote the educational programs of the Medical Staff, unless excused by the Executive Committee upon a showing of good cause.

2. After two (2) consecutive Medical Staff Years in which the Active Medical Staff member fails to admit and/or consult for a minimum of twelve (12) patients per Medical Staff Year, that member shall be automatically transferred to the Courtesy Medical Staff, or such other appropriate Medical Staff category, if any, for which the member is qualified.

3. The Active Medical Staff member is to provide a letter listing the members of the Medical Staff who will provide continuous coverage when the Medical Staff Member is unavailable to provide care to his/her SVSC patients. The covering physicians must have similar privileges and be a member in good standing of the Medical Staff. Any change in coverage arrangements must be reported to the President of the Medical Staff and Administration (Medical Staff Affairs office) immediately.

The Associate Medical Staff:

1. The Associate Medical Staff shall be a provisional appointment and will consist of Practitioners who immediately prior to their application and appointment were not members (or were no longer members) in good standing in the Active Medical Staff and are being considered for advancement to membership on the Active Medical Staff. Associate Medical Staff members shall be located close enough to the Hospital to provide continuous care to their patients, and shall assume all of the functions and responsibilities as an Active Medical Staff member, including emergency service care and consultation assignments, except as restricted below. Members of the Associate Medical Staff shall be appointed to a specific Medical Staff Department, shall be eligible to vote, unless otherwise restricted, and shall be eligible to hold office. Associate Medical Staff members shall accept any Medical Staff Committee assignments to which they may be appointed. They shall take Medical Staff emergency room call as assigned by their Department Chairman and shall provide and promote the educational programs of the Medical Staff, unless excused by the Executive Committee upon a showing of good cause.

2. The Associate Medical Staff member is to provide a letter listing the members of the Medical Staff who will provide continuous coverage when the Medical Staff Member is unavailable to provide care to his/her SVSC patients. The covering physicians must have similar privileges and be a member in good standing of the Medical Staff. Any change in coverage arrangements must be reported to the President of the Medical Staff and Administration (Medical Staff Affairs office) immediately.

3. A member shall remain in the Associate Medical Staff for a minimum period of one (1) year, unless that status is extended by the Executive Committee for an additional period of up to one (1) year upon a determination of good cause, which determination shall not be subject to review pursuant to Article X.

4. If the Associate Staff Member has satisfactorily demonstrated their ability to exercise the Clinical Privileges initially granted and otherwise appears qualified for continued Medical Staff membership, the member shall be eligible for placement on the Active Medical Staff. In all other cases, the Executive Committee shall make its recommendation to the Governing Body regarding a modification or termination of Clinical Privileges and/or Medical Staff membership.

The Courtesy Medical Staff:

1. The Courtesy Medical Staff shall consist of Practitioners qualified for Medical Staff membership who do not assume all functions and responsibilities of membership on the Active Medical Staff and who only occasionally admit patients or provide consultation (fewer than twelve (12) inpatients or outpatient admissions to the Hospital and formal consults in a Medical Staff Year). A Courtesy Medical Staff member must be a member of the active or provisional medical staff of some other hospital. Courtesy Medical Staff members shall be appointed to a specific Medical Staff Department. A Courtesy Medical Staff Member shall not be required to take Medical Staff emergency room call; provided, however, that such member can provide, if they so desire, emergency room call coverage upon approval of their Department Chairman and the Executive Committee.

2. Courtesy Medical Staff members shall be required to have documentation of current competency from those other hospitals where the Courtesy Medical Staff member possesses active or associate staff status in order to allow a judgment to be made of the member's ability to exercise the requested Clinical Privileges. This documentation will be requested by the applicable Department Chairman through the Medical Staff Affairs Office and will be obtained at the time of initial appointment to the Medical Staff and at the time of successive reappointments.

3. Courtesy Medical Staff members who admit and/or consult twelve (12) or more patients at the Hospital in two (2) consecutive Medical Staff Years shall, upon review of the Executive Committee, will be obligated to seek appointment to the Associate Medical Staff category. In order to move from the Courtesy Medical Staff to the Associate Medical Staff, the Practitioner must apply for appointment and follow all the procedures for appointment which are specified in Article VII as though they were a new applicant, with current letters of recommendation.

The Consulting Medical Staff:

1. The Consulting Staff shall consist of physicians and dentists who do not have a hospital practice or whose hospital practices are centered in outlying areas making it impossible for them to provide continuous care to patients admitted to this hospital, but who wish to be associated with the Medical Staff for purposes of continuing education, collegial association and/or to establish and maintain a referral network. Applicants shall be subject to the same application process as all other members of the Medical Staff.

2. The prerogatives of the Consulting Staff shall be to attend meetings of the Medical Staff, if desired, observe the treatment and progress of patients whom he has referred to other physicians, and serve on committees.

3. Members of the Consulting Staff shall not:

- a. Vote
- b. Hold office
- c. Admit patients

The Emergency Medicine Medical Staff:

Physicians who are members of the Service of Emergency Medicine ("Emergency Physicians") shall be members of the Medical Staff with all rights, privileges and responsibilities of Staff membership; provided, however, that Emergency Physicians will not have privileges to care for patients admitted to the Hospital. Emergency Physicians will have admitting privileges for the limited purpose of evaluating a patient, admitting that patient to a particular physician or service, assigning patient status (inpatient, outpatient or observation) and, in consultation with an attending physician, writing transition orders for the care of such patient. The attending physician shall immediately assume responsibility for the care of any patient admitted to him or her by an Emergency Physician. The application for clinical privileges filed by Emergency Physicians must contain a request for the specific emergency room privileges (including limited admitting privileges) for which the physician is qualified.

**St. Vincent's Health System
MEDICAL STAFF EHR POLICY
Computer Training**

Policy Statement

All Healthcare Providers approved for clinical privileges in the St. Vincent's Health System shall attend computer training tailored to their practice as a precondition to activation and exercise of clinical privileges.

Purpose

To promote safest and most efficient delivery of care to patients by creating a consistent, mandatory process to train healthcare providers in the use and functions of St. Vincent's Health System's inpatient electronic medical record (EMR) known as OneChart. The goal is a program that provides the providers with knowledge about OneChart's functions and data views to facilitate patient care, order entry, medication management, documentation and message center features.

Scope

This policy applies to all Providers who apply for or who are approved for privileges within St. Vincent's Health System.

Procedure

Active Clinical Status providers:

Training will consist of both internet and instructor-led, classroom based training course that includes:

- Overview of the OneChart
- Building and managing patient lists
- Reviewing patient identifiers and choosing the correct encounter
- Reviewing patient data
- Computer provider order entry (CPOE)
- Managing patient problems and diagnoses
- Performing medication reconciliation
- Sending ePrescriptions
- Documentation, including the use of Nuance Dragon
- Managing messages, signing orders and completing charts

In addition these Providers will receive site specific orientation from OneChart physician trainer or expert that is tailored to the use of OneChart at that site. These orientation sessions should include return demonstration of ability to log into single sign-on applications, appropriate use of "roam" and logging off information systems.

Mandatory OneChart/Athena training or proof of competency, as defined in this policy, shall be completed prior to the activation or reactivation of clinical privileges.

Requirements

Providers may exempt themselves from training by demonstrating competency according to the application or specialty focused competency checklists. To exempt from training requirement, new applicants should schedule an appointment with a trainer prior to activation of privileges.

Current Active Clinical Status practitioners who exercise clinical privileges: At the time of reappointment, the practitioner shall demonstrate competency as defined in this policy by demonstrating competency according to the application. Failure to meet this criterion means the application for reappointment will be considered incomplete and may expire.

OneChart training is offered:

- 1) Weekly by the OneChart training teams at the appropriate defined location for incoming medical staff members.
- 2) As needed at each hospital/ambulatory site for any site utilizing OneChart.
- 3) For two weeks in mid-June at a defined location, to orient new fellows, residents and medical students.

IMPORTANT NOTICE

All providers must attend a mandatory OneChart/Cerner training session prior to approval of hospital privileges. Failure to do so will result in your application being placed on hold and you may be subject to repeating the credentialing process if paperwork exceeds 180 days.

Signature: _____

Date: _____