

This document outlines the general process, and is intended as a guide for medical staff and medical leaders. The same process applies for all applicants, regardless of requested medical staff category.

Reappointment Process Initiation

1 Medical Affairs forwards list of all Medical Staff to Medical Leader with notation of those intended for review

2 Medical Leader reviews list, makes any additional notes and returns to Medical Affairs

A standard reappointment application package consists of:

- Application Form
- Specialty-specific Privilege Dictionary(s)
- Confirmation of Sites Form

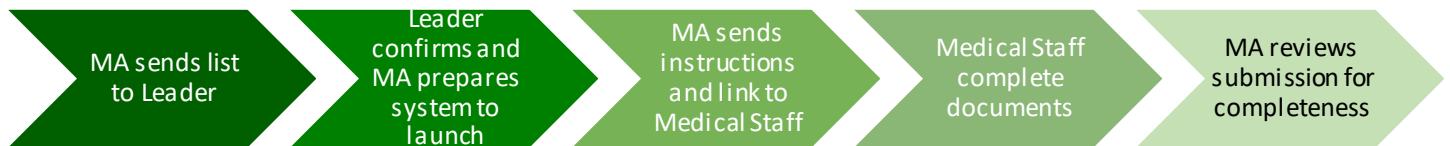
Medical Affairs verifies:

- Proof of BC Licensure (reviewed on a daily basis, not just at reappointment)
- Proof of Malpractice Coverage or Liability Insurance in BC

Medical Staff have the opportunity to re-submit a recent:

- Copies of additional Degree(s) or Specialty and Sub-Specialty Certificates
- Completion of mandatory PHSA Safety Modules
- Curriculum Vitae
- Recent, passport-style photo
- *Work Permit, or Citizenship Status Documentation (if applicable)*

Credentialing & Privileging



3 Medical Affairs reviews submitted items, verifies information and prepares for Medical Leader Review.

- **February** - Medical Staff complete applications
- **March and April** - Medical Affairs prep for review
- **May** – Medical Leader Review (~10 weeks after application completed)
- **June** – applications recommended for Board approval

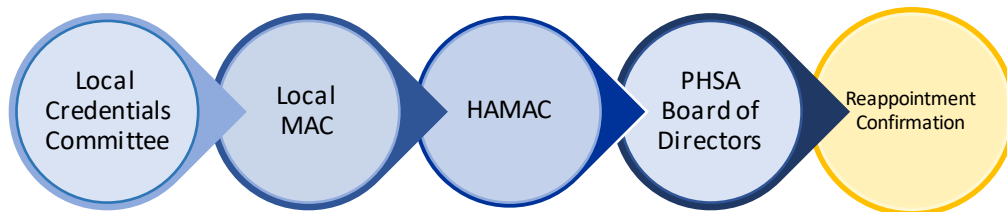
Medical Leader Approval



4 Leaders review and recommend

Requested privileges are updated in the system, and providers' applications follow the committee review process

Committee Review Process



5 Recommendation reviewed by PHSA Board of Directors

The local Credentials Committee, local MAC and HAMAC review the privileging reports before submission for Board approval.

6 Board Appointment confirmed

If approved, Medical Staff member receives a letter of Appointment following the Board decision.

The [PHSA Medical Staff Bylaws & Rules](#) are available on the [PHSA Medical Staff website](#). Please contact [PHSA Medical Affairs](#) if you have questions regarding the credentialing and privileging process.

All timeframes noted are estimates. Application times may vary, or require additional documentation.