

PHSA Medical Affairs – Credentialing and Privileging Process Reappointment to the Medical Staff

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 medical staff category.

Reappointment Process Initiation

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

> 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

MA sends list to Leader

Leader confirms and MA prepares system to launch

MA sends instructions and link to Medical Staff

Medical Staff complete documents

MA reviews submission for completeness

- 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

Primary Medical Leader Secondary Medical Leader Tertiary Medical Leader Returned to Medical Affairs Site Medical Leaders review the reappointment package, and meet with all Provisional and Active Medical Staff.

Leaders review and recommend

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

Committee Review Process

Local Credentials Committee

Local MAC

HAMAC

PHSA
Board of Directors

Reappointment Confirmation

Recommendation reviewed by PHSA Board of Directors

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

Board Appointment confirmed

If approved, the Medical Staff member receives a letter confirming their renewal following the Board decision.

The <u>PHSA Medical Staff Bylaws & Rules</u> are available on the <u>PHSA Medical Staff website</u>. Please contact <u>PHSA Medical Affairs</u> if you have questions regarding the credentialing and privileging process.

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