

Reappointment Application: PHSOR Professional Staff

6 months prior to reappointment date

Reappointment Application Sent

- Pre-Notice sent: One week prior to the beginning of the 6 month reappointment period
- First week: Verification Team sends Reappointment Application to practitioner & credentialing delegate (if delegate identified)
- Complete Application Packet contains:
 - Reappointment Application
 - Privilege request, CME, release
- Verification team sends multiple reminders to complete & return application

Completed Application Returned (Within 30 days)

Applicant Returns completed Reappointment Application

- Applicants for reappointment must return the completed application, privilege forms and other required information within 30 days. If the information is not received within 90 days it will be considered a voluntary resignation.
- Note: Any application returned at 90 days risks not being processed in time for committee review.

Verification Process (Requires 30-60 days)

Verification Team completes Verification Process

- Verifies all elements required for appointment (as defined in PHSOR Professional Staff policies)
- Peer References: Must be current (within past 24 months), from current staff affiliation/practice, same discipline.
- Every 2 weeks verification source received reminder of outstanding requests.
- During the reappointment verification process, the applicant required to support verification inquiries. Applicant responsiveness may dramatically decrease the time required to complete.

Administrative Review Management (ARM) Process (Requires 30 days)

AR Manager completes ARM review

- ARM team reviews file, confirms privilege criteria, review Quality Summary, assesses triage level
- 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 that appointment expires.
- Upon final approval by OCMB, applicant receives a Board Approval letter.

Reappointment Date