

Additional Privilege/Department Checklist

All Things Credentialing · Your one-stop shop for credentialing, privileging & enrollment

GENERAL TEMPLATE — NOT LEGAL ADVICE. This document is a generic starting point from All Things Credentialing. It is not tied to any specific accreditor's standards, state law or payer contract. Adapt it to your bylaws, policies, current accreditation standards and applicable law, and have it reviewed by your compliance team or counsel before use.

Facility:		☐ Delegated
-----------	--	------------------------------------

Practitioner

Practitioners Full Name (Last, First, Middle, Degree)	
Department	
Division (section)	
Consent Signed Date	
CVO Contact	

File Status

☐ Yellow (Green)	
☐ Red File (Issue)	
Issue Notes	

Required Documents

☐ DOP / Advanced Privilege Form	☐ Protocol Form
☐ Competency/Case log	☐ ACLS, PALS, BLS, ATLS, NRP
☐ Documentation of Education/Training	☐ Documentation of Education/Training PSV
☐ Current State License	☐ Current DEA
☐ Malpractice Insurance	☐ NPDB
☐ Board Verification	☐ Proctor Listed for New Privileges with Email
☐ Change in Category Form	☐ Check Supervising Physician
☐ New Privileges Added	☐ New Department Added
☐ Criteria met for each new privilege requested	☐ Peer/competency reference for new procedures
☐ Malpractice coverage includes new procedures	

FPPE

☐ FPPE plan assigned for new privileges	
Proctor	
Number of cases	

Audit	
☐ Sent to Audit	☐ Audit Complete approved for Committee
Audit Provider Questions:	
Approvals	
Department Chair recommendation - Date	
Credentials Committee - Date	
MEC - Date	
Governing Board - Date	
After Approval	
☐ Approval letter sent to provider	
☐ Privileges updated in credentialing system	
☐ Departments notified (e.g., OR scheduling, nursing)	