

## **VERIFYING PHYSICIAN AND ALLIED HEALTH PROFESSIONALS' PRIVILEGES**

Reference: The Joint Commission Standard MS 06.01.11  
Approved, PHC Community Board 7/10

*PHC Board/Board Credentials Committee final 7-10*  
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### **Purpose:**

To outline the steps for hospital staff to confirm privileges for practitioners to provide services within the privileges or scope of services granted by the Board of Directors

### **Personnel:**

Nursing service and clinical ancillary department staff.

### **Policy:**

Physicians, Podiatrists, Dentists, and allied health professionals (AHP's, which include physician assistants, nurse practitioners, psychologists, etc.) are credentialed through the Medical Staff Office (MSO) to provide specific services at SHMC/HFH.

### **General Information:**

1. The MSO is responsible to assure that medical and allied health professional staff member's status and privileges are available to clinical units of the hospital. This is done by the following methods:
  - a. Admitting privileges for SHMC/HFH are noted in the Meditech Doctor Dictionary/Epic SER.
  - b. A current roster (E-Priv) of medical and allied health professional staff is posted on the SHMC and HFH Intranets under 'Medical Staff Info.' This allows searching by specialty and alphabetically. This roster is automatically updated with each MD-Staff database entry by the MSO; specific privileges held by each provider are also included.
2. The MSO retains the original, approved privilege list in the practitioner's credentials file and MD Staff (electronic database)
3. MSO personnel are responsible to update all the above sources if changes are made to a practitioner's privilege list, new practitioners are added, or practitioners resign.
4. Nursing and ancillary staff are responsible for verifying that practitioners who are admitting patients, placing orders, consulting, performing treatments or procedures have privileges to do so.

### **Procedure:**

#### **Verifying Privileges In MD Staff**

1. Go to the intranet
2. Find "E-Priv" under the Medical Staff Services
3. Locate the practitioner either alphabetically or specialty

**If you are unable to find the practitioner or have questions:**

**During Business Hours:**

1. Contact the Medical Staff Office. MSO staff responds in the following way:
  - a. Verify the practitioner's current privileges.
  - b. If there is an interpretation issue, MSO staff contacts a member of the Medical Staff leadership for clarification.
  - c. If it is deemed that the practitioner does not have privileges to perform the procedure scheduled, a member of the Medical Staff leadership, Chief Medical Officer, or Division Chief communicates this to the practitioner in question.

**After Business Hours:**

1. Contact the Administrative Supervisor.
2. Administrative Supervisor confers with the Administrator on call.
3. Administrator on call may confer as needed with a member of the Medical Staff leadership, Chief Medical Officer, or Division Chief for clarification. Any of these individuals may communicate this to the practitioner.
4. If it is felt appropriate by the Medical Staff leadership and administrator on call to allow the practitioner to proceed with the procedure, the Hospital Supervisor or Administrator on call shall leave either a voice mail or e-mail message with Medical Staff Office (PHFH - 482-2164; PSHMC – 474-7398) for written temporary privileges to be completed the next working day.
5. **ONLY AFTER ADMINISTRATIVE APPROVAL MAY THE ADMINISTRATIVE SUPERVISOR INSTRUCT STAFF TO OVER-RIDE MEDITECH/EPIC PROVIDER DIRECTORY INFORMATION.**

*Note: If the practitioner wishes to officially request new or additional procedures at SHMC/HFH Hospital, he/she shall submit the request in writing to the MSO, and include documentation of training and numbers of procedures performed. This request will then follow the normal credentialing process, with consideration by the appropriate Department, Credentials Committee, Medical Executive Committee, and Board of Directors.*

Originating Department: Medical Staff Office  
Distribution: Medical Staff, Nursing units, Clinical Departments, Administration

SEARCH WORDS: Physician, Privileges, Allied Health Professional