

****Highlighted verifications MUST be received BEFORE granting temporary privileges**

New Staff Physician Checklist

Physician				
Name:	DOB:	SS#:	Lic #:	
	Texas Standardized Credentialing Application for appointment *			
	Procedure/Privilege Delineation List complete & signed *			
	Copy of DEA *	Email Helpdesk*	340b Panel*	NPDB Query *
1 st	2 nd	3 rd	Re'd	
1. Texas State Board of Medical Examiners *				
			1. TSBME (online verification)	
2. Medical School/ECFMG confirmation *				
			1.	
3. Malpractice Liability Insurance *				
			1.	
4. Professional References *				
			1.	3.
			2.	4.
5. Professional College/Academics/Associations/Societies				
			1. American Medical Association	2.
6. Certifications * (where applicable) ((*ANY provider who sees Nursery, needs NRP))				
			1. ATLS - Exp. (Physicians only)	2. PALS - Exp.
			3. ACLS - Exp.	*4. NRP - Exp. (Nursery Providers MUST HAVE NRP)
7. Confirmation of Internship/Residency/Fellowship training *				
			1.	
			2.	
			3.	
8. Letters confirming Facility Affiliations				
			1.	
			2.	
			3.	
			4.	
9. Signed Medicare/Champus & Medicaid Acknowledgment Statement *				
10. Query to the Office of the Inspector General *				
11. Government Issued Identification Card *				
12. ((Employed Practitioners need to see Infection Control Nurse))				
FOR OFFICE USE ONLY:				
	1. Presented to Credentials Committee			2. Presented to Medical Staff
	3. Presented to the Board of Directors			4. Administrative notification sent to physician
	Enter Exp Dates for Licenses, Certifications and IPPE 6 month check on Outlook Calendar			Upload the Providers Privileges to Intranet