

UW Medicine
NORTHWEST HOSPITAL
& MEDICAL CENTER

Dear Practitioner:

To expedite the credentialing process of your application, please include the following:

- Washington Practitioner Application with Physician Supplement
- Copy of current Washington State Medical License
- Copy of Malpractice Insurance Facesheet
- Copy of DEA License (showing your Washington State address)
- Photograph for publication on the NWH Intranet and Internet Medical Staff Directory (**photo must be digital and submitted by e-mail to: medstaffoffice@nwhsea.org**)
- As of April 1, 2004:** All applicants for Medical Staff/RHP Staff appointment must present, in person to the Medical Staff Office and provide valid proof of identification (driver's license, state id card and US or Foreign passport) prior to their first patient contact.
- Check for \$350.00 application fee (payable to: Northwest Hospital Medical Staff Office) (waived for current UWP Practitioners & Practitioner already employed by NWH)
- Peer References:
 - 1) One from an **ACTIVE** staff member of NWH
 - 2) One from a physician who can attest to your current clinical competence
- ARNP Applicants
 - 1) Reference letter from sponsoring **ACTIVE** staff member of Northwest Hospital stating the procedures you are requesting to do under his/her sponsorship.
- Copy of current TB testing results
- Signed Medicare Physician Acknowledgement Statement
- Signed Receipt of Bylaws and HIV/HBV/HCV Positive Health Care Workers policy
- Completed and signed Privileges Request form
- Copy of ECFMG Certificate (applicable to foreign medical graduate only)
- Names and addresses of schools (on application)
- Names and **addresses** of current and past hospital affiliations (on application) (Having a current address of your affiliations will help facilitate processing your application.)

Please note that your application will be incomplete and cannot be considered until the Medical Staff Office receives all of the items listed above. All forms must be completed in their entirety. A Curriculum Vitae is not an acceptable substitute for any application materials or completion of the Application.

Once all information has been verified by the Medical Staff Office, your application will be sent to the following committees for approval:

- Credentials Committee: Meets the second Monday of each month
- Patient Safety & Quality Committee of The Board Meets the third Friday of each month

Temporary Privileges may be available to you after your application is complete and waiting for approval by the committees. Your Division Chief must review your application and approved Temporary Privileges. With Temporary Privileges, you can admit and perform core privileges typically included in your specialty. Any special or advanced privileges/procedures requested require final approval by the Board.

If you have questions regarding your application, please contact Amy Tangonan, Sr. Medical Staff Coordinator at 206-368-1809.