

UW Medicine

NORTHWEST HOSPITAL
& MEDICAL CENTER

Dear Applicant:

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

- Washington Practitioner Application **with RHP Supplement**
- Copy of current Washington State Medical License(s), if applicable
- Copy of current Malpractice Insurance Facesheet
- Copy of current Federal DEA License, if applicable (showing your Washington State address)
- Photograph for publication on the NWH Intranet and Internet as well as print Medical Staff Directory (**photo must be digital and submitted by e-mail to: medstaffoffice@nwhea.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)
- Reference letter from sponsoring **ACTIVE** staff member at Northwest Hospital **stating the procedures you are requesting to do under his/her sponsorship**
- Sponsorship Agreement signed by you and your Active Staff Sponsor as well as an agreement for each addition medical staff member you will work with
- Copy of current TB testing results
- Signed Receipt of Bylaws and HIV/HBV/HCV Positive Health Care Workers policy
- Copy of approved Washington State Practice Plan (**PA's only**)
- Names and **addresses** of schools (on application)
- Names and **addresses** of current and past hospital affiliations (on application) (Having current addresses will help facilitate timely processing of 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 the Medical Staff Office has verified all information, 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.