

# TAYLOR STATION SURGICAL CENTER

**SUBJECT:** ALLIED HEALTH APPLICATION & DOCUMENTS

**PURPOSE:** To define and outline process for Allied Health Professional Application.

**RESPONSIBLE PERSONS:** ASC Administrator/Assistant Manager to Director of HR/Business Operations

**POLICY:** Allied Health Professional must obtain approval from the Board of Managers through Medical Staff Credentialing process as outlined below.

## PROCEDURES:

Allied Health Application Documents include:

- Application
- Computer Confidentiality Agreement
- Disclosure/Conflict of Interest Statement
- Statement of Employing Physicians
- Medicare Acknowledgement Statement (advanced practice only)
- Statement of Health
- TB-Health Assessment
- Taylor Station Surgical Center Medical Staff Credentialing Process – Taylor Station Surgical Center Medical Staff Bylaws
- Allied Health Practitioner Orientation

Once an application is returned to the Taylor Station Surgical Center Assistant Manager to Director of HR/Business Operations Office, the following process must be followed before an application is presented for review/approval:

- 1) All education, training and pertinent experience is verified by the primary source. Pertinent experience is defined as the same experience level that is being applied for; i.e., experience as a CNP if applying to work as a CNP.
- 2) All references are returned and considered complete. Any ratings less than Good are explained.
- 3) Background check for the past 7 years is completed
- 4) All state licenses, insurance claims histories (5 years back in capacity being applied for) are obtained. Any issue identified must be explained by the applicant.

When an application is deemed complete, it will be presented to the Credentialing Chairman for final review before presentation to the Physician Advisory Council. The Physician Advisory Council will review and make a recommendation to the Board of Managers. The file will then follow the approval process outlined in the Medical Staff Bylaws.

The following steps must be completed after final approval to provide services is obtained:

- Facility Orientation is conducted by Taylor Station Surgical Center Assistant Manager to Director of HR/Business Operations or designated personnel.
- **Completed Facility Orientation Checklist is returned to the Administrator's Office.**
- Assistant Manager to Director of HR/Business Operations will notify appropriate applicant and Clinical Manager(s) of approval to commence services. Credentials will be loaded into Center Computerized data banks.

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ORIGINATED: 11/09

REVIEWED: 4/21, 4/24

REVISED: 9/15, 4/24

APPROVED BY PAC/BOM: 5/21, 5/24

IMPLEMENTED: 5/21, 5/24

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