

APPOINTMENT PROCESS FLOW CHART

1. Clinician is interviewed and HC desires to hire.
2. Clinician signs employment agreement agreeing that credentialing and appointment must be completed prior to beginning employment.
3. HR staff provides clinician a copy of this HC policy with the application(s) required for the appointment process.
4. Clinician completes and submits application and required documentation no earlier than 120 days and no later than 60 days prior to hire date (45 days prior to appointment expiration for reappointment).
5. Clinician completes and submits request for specific privileges no earlier than 120 days and no later than 60 days prior to hire date (45 days prior to appointment expiration for reappointment).
6. Verification of credentials begins by one of the following avenues:
 - a. KHC completes verification for all clinicians - including dentists - whose credentials are not verified by either the Hospital or an approved outside source. HC verifies outpatient competencies of practitioners being credentialed by the hospital or,
 - b. Hospital completes verification for all physicians and nurse mid-wives that require hospital privileges. Hospital provides HC with copies of supporting documentation, or
 - c. At HC option, HC completes all verification without regard to use of hospital documentation.
7. Within five days after completion of verification process, Human Resources Department prepares and submits appointment packet for review and recommendation by the CEO and subsequent approval by the Board of Directors.
8. CEO recommends approval/disapproval within five days and presents for review to the Human Resources Committee at its next meeting.
9. Human Resources Committee reviews appointment packet and makes recommendation to the Board of Directors at its next meeting.
10. Board of Directors makes decision and the results are recorded in the minutes of the meeting.
11. Human Resources Department prepares appointment approval/disapproval letter for CEO signature.
12. Human Resources Department performs the following:
 - a. Provides original appointment approval/disapproval letter (with privileges attached) to clinician.
 - b. Provides copy and originals of all supporting documentation to the clinician's credentialing file.
 - c. Monitors requirement to commence the reappointment process no earlier than 120 days and no later than 45 days before the expiration of the current appointment/reappointment.
13. Clinician submits reappointment application and request for privileges no earlier than 120 days and no later than 45 days before the expiration of the current appointment/reappointment.
14. See item 5 (cycle repeats).