It is the ultimate responsibility of the board to privilege candidates and they are ultimately responsible for all credentialing and privileging activities. It is therefore a recommendation to present them with an annual or biannual report of the activities in the credentialing department. Below is a sample report that could be used. This report would also be valuable to present, at survey, to the agency that accredits the facility to show board involvement.

To: Board of Directors

From: Medical Staff Chair

Chief Medical Officer

CEO

Subject: Annual Credentials Report

It is with pleasure that we submit this comprehensive audit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hospital’s credentialing program for your review. This audit was conducted between the dates of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ by the medical staff office.

The audit was performed on \_\_\_\_\_\_\_\_ of our active credentials files. This number represents \_\_\_% of all files.

{ at this point any supportive information can be added as well as if there were any suits brought against the facility dealing with credentialing.}

**New Applicant Activity Report**

During the dates of this audit there were\_\_\_\_\_\_\_applications received for membership to the medical staff. The average length of time to process these applications was \_\_\_\_\_\_\_\_\_\_\_ which (meets, does not meet or exceeds) our target.

\_\_\_\_\_% of candidates received privileges and were appointed to the medical staff

\_\_\_\_\_% of candidates submitted an application however were never presented due to incomplete applications

\_\_\_\_\_% of candidates was appointed temporary privileges. (these should meet the guidelines in the by-laws for appointing temporary privileges. If they do not further investigation and reporting is recommended)

\_\_\_\_\_% of candidates were denied privileges

The above can be presented in as much detail as you choose and should also have information on Licensed Independent Practitioners.

**Reappointment Activity Report**

\_\_\_\_\_ applications for reappointment were processed during the audit time period.

\_\_\_\_\_% reappointed

\_\_\_\_\_% not reappointed (breakdown as to why reappointment did not go through)

\_\_\_\_\_% that chose not to reapply (can drill down into reasons if you like)

**Medical Staff Roster Report:**

This section of the report is to provide information to the board on practice areas that may need more practitioners. Look ahead and report if there is an expectation that staff members will retire leaving a void. Are there any specialties that are currently not on staff however are needed and would be a valuable addition.

|  |  |  |  |
| --- | --- | --- | --- |
| Specialty (list all) | Number on currently on staff | Number expected to resign or retire | Number appointed in past 12 months |
| Anesthesia |  |  |  |
| General Surgery |  |  |  |
| Pediatrics |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | [total] | [total] | [total] |

**Audit of Expirables & Credentials:**

\_\_\_\_\_ files were audited for compliance with indicators on table below

\_\_\_\_\_% were in compliance

\_\_\_\_\_% were not for the following reasons (list reasons for non-compliance)

|  |  |
| --- | --- |
| **Indicator** | |
| **Expirables:** | **Credentials:** |
| medical license | NPDB verification |
| liability insurance | Completion of medical school |
| board certification if applicable | Completion of Residency |
| DEA/state narcotics license | Criminal background check (if applicable) |
|  | Malpractice claims history |
|  | 3 professional references |
| **FPPE/OPPE** | Prior work history |
| FPPE (if on staff less than 1 year) | Clinical experience |
| OPPE (if on staff over 1 year) | Department Chair findings |
|  | MEC findings |
|  | Health status attestation |
|  | Medicare attestation |
|  | Evidence of the following: |
|  | ACGME competencies |
|  | Judgement |
|  | Technical skill |
|  | Overal quality |
|  | Education |
|  | Current clinical competence |
|  | Ability to professionally interact with others |