

 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i></p> <p>Policies and Procedures</p>	Department: Legal Department	Policy No.: ADM 0021
	Issued by: Rene McWade, Esq. VP & GC	Revision No.: NA
Subject: <i>Expedited Credentialing</i>	Approved by: HHSC Board of Directors	Effective Date: April 17, 2008
	By: Raymond Ono Its: Secretary/Treasurer	Supersedes Policy: N/A
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I. PURPOSE: To establish a process for the expedited approval of medical staff applications for initial appointment, reappointment, or modification of privileges.

II. POLICY: Applications for appointment, reappointment, or modification of privileges may be approved by a delegated committee with approval authority of the Governing Body¹ when the following criteria are met: (1) the application receives a favorable recommendation from the hospital Medical Executive Committee; and (2) the application is complete. For HHSC facilities without a medical executive committee, there must be a favorable recommendation from the medical director and administrator.

An application is ineligible for approval if any of the following has occurred: (a) the applicant submits an incomplete application; or (b) the Medical Executive Committee makes a final recommendation that is adverse or has limitations.

The following situations are evaluated on a case-by-case basis and usually result in ineligibility for the expedited process:

- (1) there is a current challenge or a previously successful challenge to licensure;
- (2) the applicant has received involuntary termination of medical staff membership at another organization;
- (3) the applicant has received involuntary limitation, reduction, denial or loss of clinical privileges.
- (4) the hospital determines that there has been either an unusual pattern of, or excessive number of, professional liability actions resulting in a final judgment against the applicant;

III. PROCEDURES:

- A. Complete applications for initial appointment, reappointment, or modification of privileges that have received a favorable recommendation from the hospital Medical Executive Committee, through the Regional CEO, or his or her designee, are forwarded to the delegated committee for approval.

¹ The delegated committee of the Governing Body will be comprised of at least two members of the Governing Body.

- B. The application or request is reviewed by the delegated committee and a determination of using the expedited process is made. The delegated committee may accept the recommendation of the Medical Executive Committee or may refer the matter back to the Medical Executive Committee for further consideration, stating the purpose for such referral and setting a reasonable time limit for making a subsequent recommendation. Upon receipt of the subsequent recommendation, the delegated committee may take final action by accepting, rejecting, or modifying the terms of the appointment. The delegated committee may either make a final decision or forward their recommendation to the full Board.
- C. Applications deemed ineligible for the expedited process will be forwarded to the full Governing Body. The Governing Body may accept, reject or modify the terms of the recommendation of the delegated committee. If the action is adverse, the applicant may be entitled to a hearing pursuant to the hospital Medical Staff Bylaws.
- D. A favorable decision by the delegated committee results in privileges being granted which may become effective the date of the delegated committee's decision. A notice to appoint, reappoint, or modify privileges will include, if applicable: (1) the staff category to which the applicant is appointed; (2) the department to which that person is assigned; (3) the clinical privileges granted; and (4) any special conditions attached to the appointment.
- E. Notice of the final decision will be given to the Regional CEO, or his or her designee. The hospital will notify the applicant of the decision of the Governing Body or delegated committee within seven (7) days of notification by the Governing Body or delegated committee, or prior to the expiration of the appointment period, whichever is first.
- F. Notice of final approved clinical privileges will be filed in the permanent credential file. The approved delineated privileges will be made available to appropriate hospital staff.

Reference: Joint Commission Standard MS.4.35 Expedited Credentialing and Privileging Process