

MARY FREE BED REHABILITATION HOSPITAL CREDENTIALING COMMITTEE COMMISSION

OBJECTIVES OF THE COMMITTEE

The Credentialing Committee will review the credentials for new members to the medical staff, the credentials for medical staff seeking renewal of their membership; and any other credentialing items as identified by the medical staff.

COMPOSITION

Chairperson will be the Medical Staff Chief of Staff. Members of the Committee will be the Chief Medical Officer of the Hospital, the Chief Nursing Officer, two members of the board of trustees, and additional hospital staff appointed by the Chief Medical Officer.

MEETINGS

In compliance with the Bylaws, agendas, meeting notices, meeting minutes, and roster will be maintained in the President/CEO's office. The Credentialing Committee shall meet prior to each board meeting as needed.

RESPONSIBILITIES

1. Review applications for accuracy and meeting the requirement for physician and allied health professional credentialing. remove and add bylaws
2. The process for credentialing includes the following steps:
 - a. the credentialing specialist staff person gathers all information on an applicant;
 - b. the Chief of Medical Staff reviews the applications for accuracy and meeting the requirements for physician and allied health professional credentialing;
 - c. the Credentialing Committee meets and reviews the applicant's information as the last oversight before being presented to the Medical Executive Committee (MEC);
 - d. following MEC review, candidates for initial appointments and reappointments for medical privileges are brought forward as a recommendation for approval to the Board of Trustees;
 - e. the Board of Trustees reviews the recommendation of the MEC and votes whether to accept it as presented.