New Faculty and Non-ACGME Fellow Medical Staff Privileging and Medical Group Health Plan Enrollment Workflow

UCMe sends login (provider ID and New Hire is Divisional credentialing manager New Hire will (within 7 calendar Start will gather necessary information to identified temporary password) to the New Hire and days): cc's the Division Credentialing Manager submit a pre-application on UCMe Login to UCME and create password Submitted and complete • Complete the application form • Upload driver's license, CV, and A confirmation email will be sent Note: This is a good time to other documents Application will be routed to the to the New Hire, the application remind the New Hire to print, Procure an NPI (if not already Credentialing Verification Office sign, and return the original initiator (division credentialing HPE forms to the Medical (CVO) and Karen Ra will assign it to done) manager), and the MSA (Medical Group office, BOX 1821. a credentialing analyst. Staff Affairs) with links to the Forms must be wet signature completed application and and originals. These forms may also be printed from the UCMe information regarding Health Plan website when the New Hire Enrollment (HPE). submits the application. The application is transitioned over to the Credentialing Process Improvement (CPI) team and they will audit the file to If mistakes are ensure the criteria are met for privileges. If The CVO Analyst will send The division credentialing manager will found, the New the New Hire requests for certain Hire is emailed review the application for completeness verification forms to peer privileges that require online module for the necessary and accuracy. Most common mistakes references, risk management, changes. training (e.g., Central Venous Catheter are: omitted contact information, not and hospital affiliations. S/he will Insertion Practice or PPM) the CVO also run reports on board including 2 peer references (a supervisor Analyst will send the **New Hire** instructions certifications and licenses who can attest to New Hire's clinical to complete them. Other required items (medical license, DEA, etc.) listed competency), and not requesting are Safety Training, Infection Control, and on the application. applicable privileges. the Restraints online module (UC Learning Center), and health clearance from Occupational Health Service. The Credentialing Committee meets every Completed applications are routed to the Pre-Creds takes place third week of the month to Important notes: Division Chief/Chair for approval. The in the second week of review and approve the • New Hires must apply for their approval will trigger an email alert to the CPI the month and flagged applications. There are three CA medical license as soon as team and they will put the application in the items or other concerns committees that review and possible - this can take up to 6 report which is finalized the first week each are presented to the approve files; applications months month (prior to the New Hire's start date). credentialing chair. must pass each to move on MSA requests 60 days to

to the next.

process the application