

OREGON PRACTITIONER RECREDENTIALING APPLICATION



- **APPLICATION**
- **PROFESSIONAL LIABILITY ACTION DETAIL (ATTACHMENT A)**
- **PROFESSIONAL SPECIALITIES LIST (ATTACHMENT B)**
- **GLOSSARY OF TERMS AND ACRONYMS (ATTACHMENT C)**

REVIEWED, AMENDED & APPROVED
BY THE ADVISORY COMMITTEE ON PHYSICIAN CREDENTIALING INFORMATION (ACPCI)
SEPTEMBER 28, 2004

OREGON PRACTITIONER RECREDENTIALING APPLICATION

Prior to completing this recredentialing application, please read and observe the following:

I. INSTRUCTIONS

This form should be **typed (using a different font than the form) or legibly printed in black or blue ink**. If more space is needed than provided on original, attach additional sheets and reference the question being answered.

- **Modification to the wording or format of the Oregon Practitioner Recredentialing Application will invalidate the application.**
- **Complete the application in its entirety. Keep an unsigned and undated copy of the application on file for future requests.** When a request is placed, send a copy of the completed application, **making sure that all information is complete, current and accurate.**
- **Please sign and date page 8, Attestation Questions and page 9, Authorization and Release of Information Form (and Attachment A, Professional Liability Action Detail, if applicable).**
- Each page of the application requires the applicant's initials and the date on which the application was last reviewed.
- Identify the health care related organization(s) to which this application is being submitted in the space provided below.
- **Attach copies of the documents requested each time the application is submitted.**
- **If a section does not apply to you, please check the provided box at the top of the section.**
- **Mail application to the requesting organization(s).**

Current copies of the following documents must be submitted with this application:

- State Professional License(s)
- DEA Certificate or CSR Certificate
- ECFMG (if applicable)
- Face Sheet of Professional Liability Policy or Certificate

A curriculum vitae is optional and not an acceptable substitute.

I am reapplying to (please list: Hospital Staff, HMO, IPA): _____
for: _____ (i.e., staff membership, network participation, if applicable).

OREGON PRACTITIONER RECREDENTIALING APPLICATION

II. PRACTITIONER INFORMATION				<i>Please provide the practitioner's full legal name.</i>			
Last Name (include suffix; Jr., Sr., III):		First:		Middle:		Degree(s):	
Is there any other name under which you have been known or have used since starting professional training? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Name(s) and Year(s) Used:							
Home Street Address:				Home Telephone Number: () -			
E-mail Address:							
City:		State:			Zip:		
Country:		Birth Date: Month / Day / Year			Birth Place:		
Citizenship:		Social Security Number:			Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Immigrant Visa Number (if applicable):		Status:			Type:		
Educational Commission for Foreign Medical Graduates (ECFMG) Number (if applicable):				Month / Year Issued:			

III. SPECIALTY INFORMATION		<i>This information may be included in directory listings.</i>	
Principal clinical specialty (select from Attachment B, Professional Specialties List):		Do you want to be designated as a primary care practitioner (PCP)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Additional clinical practice specialties:			
Category of professional activity, check all boxes that apply:			
<u>Clinical Practice:</u> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Locum / Temporary <input type="checkbox"/> Other (explain)		<u>Other Professional Activities:</u> <input type="checkbox"/> Administration <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Retired <input type="checkbox"/> Other (explain)	

IV. BOARD CERTIFICATION / RECERTIFICATION				Does Not Apply <input type="checkbox"/>
<i>This section does not apply to licensure.</i>				
<i>List all current and past certifications. Please attach additional sheets, if necessary.</i>				
Name and Address of Issuing Board	Specialty	Date Certified/Recertified Month / Year	Expiration Date (if any) Month / Year	
If not currently board certified, describe your intent for certification, if any, and dates of previous testing and/or intended future testing for certification below. Please attach additional sheets, if necessary.				

V. OTHER CERTIFICATIONS <i>Please attach copy of certificate(s), if applicable.</i>			Does Not Apply <input type="checkbox"/>
Examples include: ACLS, BLS, ATLS, PALS, NRP, AANA, Fluoroscopy, Radiography, etc.			
Type:	Number:	Month / Year of Certification:	Month / Year of Expiration:
Type:	Number:	Month / Year of Certification:	Month / Year of Expiration:
Type:	Number:	Month / Year of Certification:	Month / Year of Expiration:
Type:	Number:	Month / Year of Certification:	Month / Year of Expiration:
<i>For additional certifications, please attach a separate sheet.</i>			

VI. PRACTICE INFORMATION			
Name of Practice/Affiliation or Clinic:		Department Name (if hospital based):	
Primary Clinical Practice Street Address:			Effective Date at Location, Month / Year:
City:	County:	State:	Zip:
Primary Office Telephone Number: () - Ext	Primary Office Fax Number: () -	Patient Appointment Telephone Number: () - Ext	
Mailing Address (if different from above):			Attn:
Office Manager:	Office Manager's Telephone Number: () - Ext	Office Manager's Fax Number: () -	
Exchange / Answering Service Number: () - Ext	Pager Number: () -	Office E-mail Address:	
Recredentialing Contact and Address (if different from above):			
Recredentialing Contact's Telephone Number: () - Ext	Recredentialing Contact's Fax Number: () -	Recredentialing Contact's E-mail Address:	
Federal Tax ID Number or Social Security Number, if used for business purposes:		Name Affiliated with Tax ID Number:	
Secondary Clinical Practice Street Address:			Effective Date at Location, Month / Year:
City:	County:	State:	Zip:
Secondary Office Telephone Number: () - Ext	Secondary Office Fax Number: () -	Patient Appointment Telephone Number: () - Ext	
Mailing Address (if different from above):			Attn:
Office Manager:	Office Manager's Telephone Number: () - Ext	Office Manager's Fax Number: () -	
Exchange / Answering Service Number: () - Ext	Pager Number: () -	Office E-mail Address:	
Recredentialing Contact and Address (if different from above):			
Recredentialing Contact's Telephone Number: () - Ext	Recredentialing Contact's Fax Number: () -	Recredentialing Contact's E-mail Address:	
Federal Tax ID Number or Social Security Number, if used for business purposes:		Name Affiliated with Tax ID Number:	
<i>Please list other office locations with above information on a separate sheet.</i>			

VII. PRACTICE CALL COVERAGE		<i>Please provide the name and specialty of those practitioners who provide call coverage for your practice or attach separate listing.</i>
NAME:	SPECIALTY:	
1.		
2.		
3.		
4.		
5.		

VIII. ADDITIONAL EDUCATION		<i>If you have completed additional residencies, internships or advanced specialized education within the past three (3) years, please provide the following information. Please attach additional sheets, if necessary.</i>	Does Not Apply <input type="checkbox"/>
Complete Name and Street Address of Program:			
City:	State:	Zip:	
Specialty:	Fax Number, if available: () -		
From Month / Year:	To Month / Year:	Month / Year of Completion:	
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)			
Complete Name and Street Address of Program:			
City:	State:	Zip:	
Specialty:	Fax Number, if available: () -		
From Month / Year:	To Month / Year:	Month / Year of Completion:	
Did you complete the program? Yes <input type="checkbox"/> No <input type="checkbox"/> (If you did not complete the program, please explain on a separate sheet.)			

IX. CONTINUING MEDICAL EDUCATION		<i>Please list activities for which you have received CME credit(s) during the past three (3) years. Please attach a separate sheet, if needed.</i>	Does Not Apply <input type="checkbox"/>
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	
Name:	Month / Year Attended:	Hours:	

X. HEALTH CARE LICENSURE, REGISTRATIONS, CERTIFICATES & ID NUMBERS				<i>Please attach additional sheets, if necessary.</i>
Oregon License or Registration Number:	Type:	Month / Day / Year of Expiration Date:		
Drug Enforcement Administration (DEA) Registration Number (if applicable):		Month / Day / Year of Expiration Date:		
Controlled Substance Registration (CSR) Number (if applicable):		Month / Day / Year Issued:		
UPIN:	NPI Number:	Medicare Number:	OMAP Number:	

XIII. PROFESSIONAL PRACTICE / WORK HISTORY *A curriculum vitae is not sufficient.*

A. Please chronologically list and account for work, professional and practice history activities for the past three (3) years to present, including military service. **Please explain below in section B any gaps greater than two (2) months. Please attach additional sheets, if necessary.**

Name of Current Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's E-mail Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's E-mail Address, if available:		Professional Liability Carrier:
Name of Previous Practice / Employer:		Contact's Name:
Telephone Number: () - Ext	Fax Number: () -	Complete Address:
From Month / Year:	To Month / Year:	
Contact's E-mail Address, if available:		Professional Liability Carrier:

B. **Please explain any gaps greater than two (2) months. Include activities and/or names and dates where applicable. Please attach additional sheets, if necessary.** Does Not Apply

Activities and/or Names:	From Month / Year:	To Month / Year:

XIV. PEER REFERENCES

Please list three (3) references, from licensed professional peers who through recent observations are directly familiar with your work. Do not include relatives. If possible, include at least one member from the Medical Staff of each facility at which you have privileges.

Name of Reference:		Complete Address, include Department if applicable:
Specialty:		
Telephone Number: () - Ext	Fax Number: () -	E-mail Address, if available:
Name of Reference:		Complete Address, include Department if applicable:
Specialty:		
Telephone Number: () - Ext	Fax Number: () -	E-mail Address, if available
Name of Reference:		Complete Address, include Department if applicable:
Specialty:		
Telephone Number: () - Ext	Fax Number: () -	E-mail Address, if available

XV. PROFESSIONAL LIABILITY INSURANCE

Current Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext			
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

Please list all previous professional liability carriers within the past three (3) years. Does Not Apply
Please attach additional sheets, if necessary.

Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext			
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext			
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact's Telephone Number: () - Ext			
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

Insurance Carrier / Provider of Professional Liability Coverage:		Policy Number:	Type of Coverage (check one): Claims-Made <input type="checkbox"/> Occurrence <input type="checkbox"/>
Name of Local Contact:		Mailing Address:	
Contact Telephone Number: () - Ext			
Per claim limit of liability:	Aggregate amount:		
Month / Day / Year Effective:	Month / Day / Year Retroactive Date, if applicable:	Month / Day / Year of Expiration:	

XVI. ATTESTATION QUESTIONS – This section to be completed by the Practitioner.

Modification to the wording or format of these Attestation Questions will invalidate the application.

Please answer the following questions “yes” or “no”. If your answer to any of the following questions is “yes”, please provide details and reasons, as specified in each question, on a separate sheet. **Please sign and date each additional sheet.**

A.	In the last three (3) years has your license, certification, or registration to practice your profession, Drug Enforcement Administration (DEA) registration, or narcotic registration/certificate in any jurisdiction been denied, limited, suspended, revoked, not renewed, voluntarily or involuntarily relinquished, or subject to stipulated or probationary conditions, or have you been fined or received a letter of reprimand or is any such action pending or under review?	YES <input type="checkbox"/> NO <input type="checkbox"/>
B.	In the last three (3) years have you been suspended, fined, disciplined, or otherwise sanctioned, restricted or excluded for any reasons, by Medicare, Medicaid, or any public program or is any such action pending or under review?	YES <input type="checkbox"/> NO <input type="checkbox"/>
C.	In the last three (3) years have you been denied clinical privileges, membership, contractual participation or employment by any health care related organization*, or have clinical privileges, membership, participation or employment at any such organization been placed on probation, suspended, restricted, revoked, voluntarily or involuntarily relinquished or not renewed, or is any such action pending or under review?	YES <input type="checkbox"/> NO <input type="checkbox"/>
D.	In the last three (3) years have you surrendered clinical privileges, accepted restrictions on privileges, terminated contractual participation or employment, taken a leave of absence, committed to retraining, or resigned from any health care related organization* while under investigation or potential review?	YES <input type="checkbox"/> NO <input type="checkbox"/>
E.	In the last three (3) years has an application for clinical privileges, appointment, membership, employment or participation in any health care related organization* been withdrawn on your request prior to the organization’s final action?	YES <input type="checkbox"/> NO <input type="checkbox"/>
F.	In the last three (3) years has your membership or fellowship in any local, county, state, regional, national, or international professional organization been revoked, denied, limited, voluntarily or involuntarily relinquished or not renewed, or is any such action pending or under review?	YES <input type="checkbox"/> NO <input type="checkbox"/>
G.	In the last three (3) years have you had board certification revoked?	YES <input type="checkbox"/> NO <input type="checkbox"/>
H.	In the last three (3) years have you been the subject of any reports to a state or federal data bank or state licensing or disciplinary entity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
I.	In the last three (3) years have you been charged with a criminal violation (felony or misdemeanor)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
J.	Do you presently use any illegal drugs?	YES <input type="checkbox"/> NO <input type="checkbox"/>
K.	Do you now have, or have you had, any physical condition, mental health condition, or chemical dependency condition (alcohol or other substance) that affects or is reasonably likely to affect your current ability to practice, with or without reasonable accommodation, the privileges requested? If reasonable accommodation is required, please specify the accommodation(s) required on a separate sheet.	YES <input type="checkbox"/> NO <input type="checkbox"/>
L.	Are you unable to perform any of the services/clinical privileges required by the applicable participating practitioner agreement/hospital appointment, with or without reasonable accommodation, according to accepted standards of professional performance?	YES <input type="checkbox"/> NO <input type="checkbox"/>
M.	In the last three (3) years have any professional liability claims or lawsuits been closed and/or filed against you? If yes, please complete Attachment A, Professional Liability Action Detail for each past or current claim and/or lawsuit.	YES <input type="checkbox"/> NO <input type="checkbox"/>
N.	In the last three (3) years has your professional liability insurance been terminated, not renewed, restricted, or modified (e.g. reduced limits, restricted coverage, surcharged), or have you been denied professional liability insurance?	YES <input type="checkbox"/> NO <input type="checkbox"/>

***e.g. hospital, medical staff, medical group, independent practice association (IPA), health plan, health maintenance organization (HMO), preferred provider organization (PPO), physician hospital organization (PHO), medical society, professional association, health care faculty position or other health delivery entity or system**

I certify the information in this entire application is complete, current, correct, and not misleading. I understand and acknowledge that any misstatements in, or omissions from this application will constitute cause for denial of my application or summary dismissal or termination of my clinical privileges, membership or practitioner participation agreement. A photocopy of this application, including this attestation, the authorization and release and any or all attachments has the same force and effect as the original. I have reviewed this information on the most recent date indicated below and it continues to be true and complete. While this application is being processed, I agree to update the information originally provided in this application should there be any change in the information.

I agree to provide continuous care for my patients, until the practitioner/patient relationship has been properly terminated by either party, or in accordance with contract provisions.

Signature:	Date:
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OREGON PRACTITIONER RECREDENTIALING APPLICATION
AUTHORIZATION AND RELEASE OF INFORMATION FORM

Modified Releases Will Not Be Accepted

By submitting this application, I understand and agree to the following:

1. I understand and acknowledge that, as an applicant for medical staff membership at the designated hospital(s) and/or participation status with the health care related organization(s) [e.g. hospital, medical staff, medical group, independent practice association (IPA), health plan, health maintenance organization (HMO), preferred provider organization (PPO), physician hospital organization (PHO), medical society, professional association, medical school faculty position or other health delivery entity or system] indicated on this application, I have the burden of producing adequate information for proper evaluation of my competence, character, ethics, mental and physical health status, and other qualifications. In this application, I have provided information on my qualifications, professional training and experience, prior and current licensure, Drug Enforcement Agency registration and history, and applicable certifications. I have provided peer references familiar with my professional competence and ethical character, if requested. I have disclosed and explained any past or pending professional corrective action, licensure limitations or related matter, if any. I have reported my malpractice claims history, if any, and have attached or will provide a copy of a current certificate of professional liability coverage.
2. I further understand and acknowledge that the health care related organization(s) or designated agent would investigate the information in this application. By submitting this application, I agree to such investigation and to the disciplinary reporting and information exchange activities of the health care related organization(s) as a part of the verification and recredentialing process.
3. I authorize all individuals, institutions, entities of other hospitals or institutions with which I have been associated and all professional liability insurers with which I have had or currently have professional liability insurance, who may have information bearing on my professional qualifications, ethical standing, competence, and mental and physical health status, to consult with the designated health care related organization(s), their staffs and agents.
4. I consent to the inspection of records and documents that may be material to an evaluation of qualifications and my ability to carry out the clinical privileges/services I request. I authorize each and every individual and organization in custody of such records and documents to permit such inspection and copying. I am willing to make myself available for interviews, if required or requested.
5. I release from any liability, to the fullest extent permitted by law, all persons for their acts performed in a reasonable manner in conjunction with investigating and evaluating my application and qualifications, and I waive all legal claims against any representative of the health care related organization(s) or their respective agent(s) who acts in good faith and without malice in connection with the investigation of this application.
6. I understand and agree that the authorizations and releases given by me herein shall be valid so long as I am an applicant for or have medical staff membership and/or clinical privileges/participation status at the health care related organization(s) designated herein, unless revoked by me in writing.
7. For hospital or medical staff membership/clinical privileges, I acknowledge that I have been informed of, and hereby agree to abide by, the medical staff bylaws, rules, regulations and policies.
8. I agree to exhaust all available procedures and remedies as outlined in the bylaws, rules, regulations, and policies, and/or contractual agreements of the health care related organization(s) where I have membership and/or clinical privileges/participation status before initiating judicial action.
9. I further acknowledge that I have read and understand the foregoing Authorization and Release. A photocopy of this Authorization and Release shall be as effective as the original and authorization constitutes my written authorization and request to communicate any relevant information and to release any and all supportive documentation regarding this application.

Printed Name:	
Signature:	Date:

I grant permission for the release of the credentials information contained in this practitioner application to the following health care related organization(s):

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ATTACHMENT A

PROFESSIONAL LIABILITY ACTION DETAIL – CONFIDENTIAL

Please list any past or current professional liability claim or lawsuit, which has been filed against you in the past three (3) years. **Photocopy this page as needed and submit a separate page for EACH claim/event.** It is not acceptable to simply submit court documents in lieu of completing this document. Please complete each field. Please attach additional sheet(s), if necessary.

Practitioner's Name (print or type):

Month / Day / Year of the incident: and clinical details:

Your role and specific responsibilities in the incident:

Subsequent events, including patient's clinical outcome:

Month / Day / Year the suit or claim was filed:

Name and address of insurance carrier/professional liability provider that handled the claim:

Your status in the legal action (primary defendant, co-defendant, other):

Current status of suit or other action:

Month / Day / Year of settlement, judgment, or dismissal:

If case was settled out-of-court, or with a judgment, settlement amount attributed to you:

I verify the information contained in this form is correct and complete to the best of my knowledge.

Signature:

Date:

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