



POLICIES AND PROCEDURES MANUAL

Hospital Department

Section: Medical Staff

Subject: **Medical Staff Mandatory Reporting Requirements**

Number: MED 01.006

Attachments:

Date Effective: 02/16/10

Date Reviewed: 11/1/2011

Purpose

Accurate practitioner information is required to provide ongoing communication with practitioners and to maintain current credentialing records.

Policy

Credentialed practitioners are required to provide updated information to the Medical Staff Services Department, upon receipt of notification, in the following situations:

1. Placement of conditions, restrictions, suspension or other actions on any State medical license.
2. Placement of conditions, restrictions, suspension or other actions by any credentialing authority, ie: hospital, certification board.
3. Placement of conditions, restrictions, suspension or other actions on individual's DEA controlled substance authorization.
4. Termination or change in coverage of medical malpractice insurance.
5. Termination, exclusion, or preclusion by government action from participation in the Medicare/Medicaid or other federal or state health care programs.
6. Indictment, conviction, or a plea of guilty or no contest pertaining to any felony or any misdemeanor involving a) controlled substances; b) illegal drugs; c) Medicare, Medicaid or insurance or health care fraud or abuse; d) violence against another; e) alcohol related offenses.
7. Change in office or home contact information.

Procedure

Provide, with or without request, new or updated information to the Medical Staff Services Department as it occurs per Medical Staff Bylaws Part I: Governance, Section 2.6.12.

Staff Accountability

Medical Executive Committee
Board of Managers

Department Approval

Signed: George Greene
Title: President
Department: Medical Staff

Administrative Approval

Signed: Marlin Stahl, MD
Title: Chief Medical Officer