

# Credentialing & Privileging Process

*This document outlines the general process, and is intended as a guide for medical staff and medical leaders. The same process is followed for all members of the Medical Staff, regardless of category unless specified. Please contact [FHA Medical Affairs](#) if you have questions regarding the credentialing & privileging process. All timeframes noted are estimates, application and approval times may vary due to complexity, or require additional documentation.*

## Provider Recruitment

Lead Time: 6-8 weeks

**1** Search & Selection process is required for all permanent Medical Staff vacancies through the Regional Department. Locum Tenens & Temporary requests require approval but not Search & Selection.

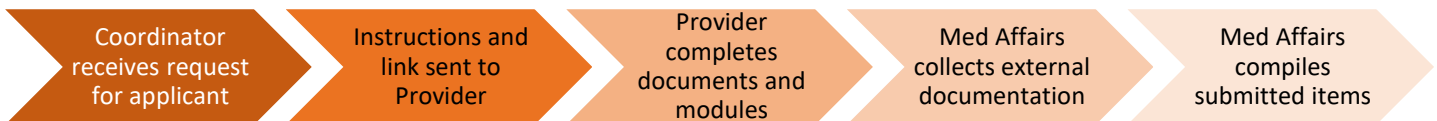
**2** Leader notifies coordinator to initiate application process. The process requires a **minimum of 6 weeks lead time**. Providers receive email notice with instructions for AppCentral, and a personalized link.

### A Medical Staff application package consists of:

- Application Form(s), including requested FHA sites
- Recent photo
- Curriculum Vitae
- Diplomas, Degrees, Certificates
- Proof of BC Licensure
- Malpractice Coverage
- Immunization Status
- References (x3)
- Work Permit (*if applicable*)
- Specialty Specific Privilege Dictionary(s)
- Orientation & Safety Modules

## Credentialing and Privileging Process

Processing Time: 2-4 weeks

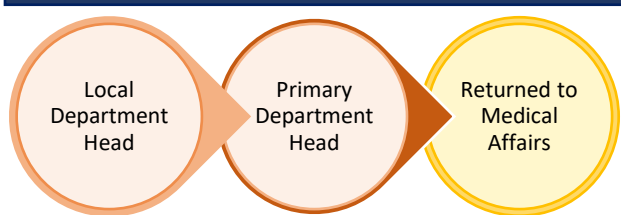


**3** Medical Affairs reviews submitted items, verifies information and prepares for Leader Review.

Collection of external documentation including gathering and verifying references, licensure, insurance, citizenship and immunization etc. Learning Hub orientation curriculum module completion is required to consider application complete. FHA Network requests will also be initiated.

## Leader Approval Process

1-5 days

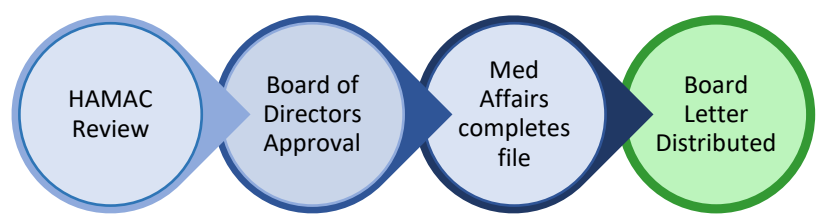


**4** Leaders review and recommend

Medical Leaders review the submitted package in turn, including requested privileges. Once approved, if a members start dates is prior to the next Board review, the member will receive an Interim Privilege Letter indicating the effective interim start date at the requested facility.

## Committee Review Process

Up to 10 weeks



As per the Bylaws, each application for Appointment is reviewed by the HAMAC, who makes a recommendation to the Fraser Health Board of Directors.

**5** Recommendation reviewed by Board of Directors

As outlined in the Medical Staff Bylaws, the Board receives and considers the recommendations from the HAMAC at one of their meetings, held 5 times per year.

**6** Board Appointment confirmed

If Approved, Medical Staff member is provided a confirmation letter via email, following the Board decision.

More information regarding this and other processes, requirements, and categories are detailed in the [FHA Medical Staff Bylaws & Rules](#) and are available on the [FHA Medical Staff website](#).