

Medical Staff Office, One Hurley Plaza, Flint, MI 48503

**Credentialing Document Checklist**

Please complete the following documents and return them with your application for membership to the professional staff:

Application – *completed in full*

Release Form(s) signed, dated and witnessed

Practitioner ID Verification Form – Must Be Correctly Completed, i.e., notarized or brought to Medical

Staff Office with Picture ID

Legible Photocopy of Government Issued Picture ID (ie, driver’s license or passport)

Privilege Request Form, completed, dated and signed (Required for Active Categories)

Signed Medicare/Champus Notice to Physicians

Patient Electronic Information System(s) Sign-On Code Agreement, completed, signed and dated

Photocopy of Michigan Practitioner License

Photocopy of Michigan Pharmacy License *(if applicable)*

Photocopy of College Diploma(s) *(include all training attended)*

If Board Certified Professional, Photocopy of Certificate(s) or Letter(s)

Photocopy of additional training certificates, i.e., ACLS, PALS, ATLS

Photocopy of DEA Certificate

Photocopy of any other State Licenses *(if applicable)*

Photocopy of professional liability insurance in an amount not less than $200,000/$600,000

Photocopy of TB test (less than one year old from date of test)

Up-to-Date CV

Check for $200 representing non-refundable application fee payable to **Hurley Medical Center**

Completed Flu Form

ECFMG Certificate *(if applicable)*

HealthStream – NPSG

HealthStream – Diversity in the Workplace

HealthStream – HIPAA/Confidentiality