

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