



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
- 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
- EPIC Questionnaire
- 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, NALS
- 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*)
- AHP- Photocopy of Collaboration Agreement or Physician Supervisor Agreement
- AHP – Delegation Agreement of Prescribing Controlled Substances
- HealthStream – Diversity in the Workplace
- HealthStream – HIPAA/Confidentiality
- HealthStream – Non-Discrimination Policy
- Procedure Log from the past 24 months