UNM SANDOVAL REGIONAL MEDICAL CENTER
POLICY AND PROCEDURE

Section: Medical Staff Affairs/Credentialing

Subject: Temporary Privilege Process

Effective Date: 7/19/12

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PURPOSE
To develop a consistent process for applying for temporary privileges which complies with Joint Commission standards and UNM Sandoval Regional Medical Center Medical Staff Bylaws.

POLICY

A practitioner may request temporary privileges at the UNM Sandoval Regional Medical Center for a limited period of time, not to exceed sixty (30) days, subject to renewal up to two additional (30) days increments not to exceed a ninety (90) day period. Temporary privileges may be granted for urgent patient care needs for a specific patient or procedure, or for a specified period of time and purpose. That need must be documented, in writing, and approved by the Department Chair in the specialty area the practitioner is requesting privileges in. The documentation will state for which of the following categories the request is being made:

**Category A**
Temporary privileges to care for a specific patient/procedure, when there is no other UNM Sandoval Regional Medical Center medical staff member that can meet the need for a specific patient or procedure.

**Category B**
To allow an applicant with a completed “clean” application awaiting committee approval to begin practice while awaiting governing body approval and to provide coverage for a specified period of time when the department is unable to provide alternative coverage.

TEMPORARY PRIVILEGES APPLICATION PROCESS

Once a determination is made to process the request by the UNM Sandoval Regional Medical Center’s Medical Staff Coordinator/Credentialer will process the request according to which category is being requested and forward to the Health System Credentialing for completion of the verification process:

**Category A**

1. Practitioner requesting temporary privileges must complete the Temporary Privileges Category A form (Exhibit A) and provide the following documents with their request:
   a. Request for Authorization/Consent Form
   b. NM Medical license
c. NM Controlled Substance and DEA with NM address (if prescribing)

d. Board Certification documentation

e. Malpractice Insurance Certificate

f. Curriculum Vitae

g. Delineation of Privilege Form

2. Once UNM Sandoval Regional Medical Staff’s Credentialing office receives the Application (Exhibit A) and required paperwork they will initiate the verification process. An expedited verification process will be performed to primary source verify the documentation. At a minimum, there must be primary source verification of:

a. Current and unrestricted New Mexico medical licensure without current or previously successful challenge;

b. Relevant training or experience;

c. Recent clinical practice relevant to the requested privileges (within six (6) months of the date of application), and ability to perform the requested privileges.

d. Full, unrestricted privileges at a hospital or other facility accredited by the Joint Commission (unless waived) and that the applicant has not been the subject of involuntary termination of medical staff membership at another organization, or involuntary limitation, reduction, denial, or loss of clinical privileges at another organization.

e. National Practitioner Data Bank results obtained and evaluated.

3. Results of said verifications will then be forwarded to the Medical Staff Coordinator/Credentialer to initiate the Temporary Privileges Approval Procedure.

Category B

1. Practitioners requiring temporary privileges to fulfill an important patient care need, and whose application is complete and awaiting governing body approval, need not submit any additional paperwork, other than the Temporary Privileges Request Category B form (See Exhibit B).

2. The Medical Staff Coordinator/Credentialer will ensure the application is a “clean” application awaiting committee approval and will initiate the Temporary Privileges Approval Procedure.
1. The request for temporary privileges, along with the information described above, will be forwarded to the Temporary Privileges Review Committee, which shall consist of:

   a. Chair of the Credentials Committee, or designee
   b. The Chair of the Medical Executive Committee (Chief of Staff), or designee
   c. The Executive Medical Director for Inpatient Services; or
      The Executive Medical Director for Ambulatory Services; or
      The Executive Medical Director for Children’s Services (as appropriate)

2. Final approval of Temporary Privileges is by UNM Sandoval Regional Medical Center CEO or designee.

3. Upon final approval, and all signatures on the application are complete, the Medical Staff Coordinator/Credentialer will:

   a. Generate temporary privilege approval letter and forward to the Department.
   b. Update Cactus fields, to include:
      Status – “temporary”
      Category – “temporary”
      From – “date of approval”
      To – “Thirty days of approval”
   c. For Category B applicants:
      – submit request for billing number
      – list on the next Credentials Committee agenda
   d. Run monthly query for all “Temporary” status providers to ensure time period does not exceed sixty (30) days. If necessary, repeat steps 1 – 3 for renewal up to one ninety (90) days.
   e. For Category A applicants – discontinue when patient care/procedure need has been met.