

Medical Staff Applicant's Checklist

Dear Medical Staff Coordinator:

Enclosed you will find my completed application to your institution's medical staff as well as all necessary documentation.

	Yes	No	Expected Date
Curriculum Vitae			
2"X2" Full Face Photo			
Copy of current Maryland license			
Copy of current Maryland Controlled Dangerous Substances certificate (CDS)			
Copy of current Federal drug registration certificate (DEA)			
ECFMG Certificate (ECFMG) if foreign medical school graduate			
Copy of certificate or letter documenting completion of all postgraduate training program			
Copy of certificate from the American Board (s)			
Copy of professional liability insurance (which includes your name, current enforcement dates, and amount of coverage with a minimum of \$1M/\$3M)			
Copy of current driver's license or passport			
Copies of authorization letter to current and previous insurance carriers requesting release of claims history information			
Copy of surgical log, including Endoscopies, If applicable			
Copy of DD214 , if you have completed military service time			
Copy of current Delegation Agreement/Attestation for AHP's			
Written explanation of any gaps in time when not enrolled in training program or member of a hospital staff – Greater than 3 months			
Completed request for clinical privileges form			
Medical Staff Dues payment (\$250 M.D., D.D.S.,D.P.M; \$100 CRNA, CRNP, PA-C)			

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I am applying for privileges at (please indicate % of activity at each)

<input type="checkbox"/> UM Medical Center	<input type="checkbox"/> UM Rehab & Orthopedic Hospital	<input type="checkbox"/> UM Mid-Town Campus
<input type="checkbox"/> UM Baltimore Washington	<input type="checkbox"/> UM St. Joseph Medical Center	<input type="checkbox"/> UM Charles Regional
<input type="checkbox"/> UM Shore Regional	<input type="checkbox"/> Upper Chesapeake/Harford Memorial	

Please let us know if we can assist you in acquiring any additional information that may be helpful to the Credentials Committee or Board of Directors

Applicant's Signature _____ Date _____

ADDITIONAL TIPS

- The application process takes between 12-16 weeks. Please submit your application to the Medical Staff Office as soon as possible to ensure your clinical privileges and staff appointment will be approved in a timely manner.

- If you do not currently have a Maryland license, please submit your application pending its receipt. Licensure can be verified at a later time during the processing period and does not need to be included in your application for the verification process to begin.

PLEASE DO NOT WAIT UNTIL YOU RECEIVE YOUR MARYLAND LICENSE OR YOUR MARYLAND DELEGATION AGREEMENT TO SUBMIT YOUR APPLICATION. THIS WILL DELAY THE PROCESS SIGNIFICANTLY.