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| **Figure 3.3** | | **Credentialing Timetable** | | |
| NOTE: Your bylaws should include language that says each application will be processed within certain time periods, except for good cause. It should also be clear that the time periods are guidelines and do not create any right to have an application processed within these precise periods. | | | | |
| **Process** | **Responsibility** | | **Time Allowed** | **Note** |
| Respond to request for additional application information | Applicant | | 45 days of receipt request | Failure of an applicant to ade- quately respond to a request for assistance after 45 days will be deemed a withdrawal of the  application |
| Collect, verify, and  summarize application information | Medical staff services department | | 60 days |  |
| Review and report | Clinical service chair | | 15 days | From time the application is  complete |
| Analyze and recommend | Credentials committee | | 30 days | From time the application is complete and reviewed by the  clinical service chief |
| Final recommendation | Medical executive committee | | 30 days | From time the application is complete and credentials com-  mittee recommendation made |
| Final decision | Board | | 30 days | From time the application is complete and medical execu- tive committee’s recommenda-  tion made |
| Acceptance of  appointment | Applicant | | 30 days | Offer expires |
| FPPE | All parties including proctor | | All initial appointments  and clinical privileges are subject to FPPE | Concerns reported immediately to medical staff leadership |