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| **Figure 6.8** | **Time Allocation Report** | | | | |
| Position: Credentials Committee Chair  Physician: M.D. Leader, MD Month/Year: September/2013  M.D. Leader, MD Address Street Town, State, ZIP | | Annual Reimbursement Amount:  $XXX  Monthly Payment Amount:  $XXX | | | |
| **Responsibility** | | | **Date** | **Times** | **Total** |
| Report call from I.A. Surgeon re. billing | | | 09-10-19 | 11:00–11:30 a.m. | 0.5 |
| Report call from I.A. Surgeon re. billing | | | 09-11-19 | 11:00–Noon | 1 |
| Discussion re: pathway for Dr. Surgeon to obtain general  surgery privileges | | | 09-11-19 | 6:00–7:00 p.m. | 1 |
| Report call from Dr. Surgeon re: general surgery proctoring | | | 09-12-19 | 11:00–Noon | 1 |
| Report call from Dr. Surgeon asking whether our general sur-  geons would proctor and take call with him | | | 09-15-19 | 11:00–Noon | 1 |
| Finding coverage for medical executive committee: calls to  Physician 1 and Physician 2 | | | 09-16-19 | 1:00–2:00 p.m. | 1 |
| Hotline report review | | | Ongoing |  | 0.5 |
| Credentials committee preparation | | | Ongoing |  | 3 |
| Medical staff office meetings | | | Ongoing |  | 4 |
| Credentials committee follow-up | | | Ongoing |  | 1 |
| Credentials committee | | | 09-09-19 | Noon–2:00 p.m. | 2 |
| Calls to Dr. Smith and Dr. Jones regarding credentials  committee membership | | | 09-18-19 | 5:00–6:00 p.m. | 1 |
| Report call from I.A. Surgeon re: general surgery privileges | | | 09-24-19 | 8:00–8:30 a.m. | 0.5 |
| Review credentials committee materials | | | 09-08-19 | 8:00–8:30 a.m. | 0.5 |
| Discussion re: onboarding and orientation | | | 09-10-19 | 3:00–4:00 p.m. | 1 |
| Revisions to Dr. Practitioner contract | | | 09-17-19 | 8:00–9:00 a.m. | 1 |
|  | | | | |  |
| Total hours | | | | | 20 |