**Prescreen checklist**

**APPLICANT: Specialty:**

**Date: Position posting #:**

**Source of referral: Recruiter:**

|  |  |  |
| --- | --- | --- |
| **Physician recruiting** | **Date started** | **Date completed** |
| Initial CV review and comments |  |  |
| Initial screening (telephone, videochat, other)  Specify type: |  |  |

|  |  |  |
| --- | --- | --- |
| **Physician recruiting** | **Date started** | **Date completed** |
| Discuss preliminary results with VP Physician Enterprise |  |  |
| Decision to move forward |  |  |
| Notify medical staff services department and forward CV |  |  |
| **Medical staff services department** |  |  |
| Date material about candidate received |  |  |
| AMA/AOA physician profile |  |  |
| OIG/excluded parties check |  |  |
| National Practitioner Data Bank (NPDB) |  |  |
| Board certification |  |  |
| CV reviewed for content and time gaps |  |  |
| Federation of State Medical Boards (see below) |  |  |

**License verification**

**State Date verified State Date verified**

|  |  |  |
| --- | --- | --- |
| **Medical staff services department** | **Date started** | **Date completed** |
| No concerns identified **OR**  Following concerns noted: |  |  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| **Physician recruiting** |  |  |
| Notify candidate if search will not proceed or if any further  information required because of concerns raised **OR**  Notify VP Physician Enterprise to begin contract negotiation |  |  |
|  |  |
| Notify MSSD when contract completed to begin credentialing and privileging process |  |  |
| Notify managed care payer relations that credentialing process is to be initiated |  |  |