

**NEW APPLICANTS CREDENTIALING GUIDELINES
TO THE SLUHN ALLIED PROFESSIONAL STAFF**

A letter of request to send the applicant an application for staff privileges must be sent to the Medical Staff Office. (This letter/email should note: specialty; name of the practice they will be joining; mailing address; campus locations- Allentown/Bethlehem, Anderson, Quakertown, Miners; and name of supervising physician, if available.)

For hospital or St Luke’s Physician Group employees this request should be sent to the Medical Staff Office by the Human Resources Department.

Privately employed applicants attending physician or office manager should address the letter of request to: Chairman, APS Sub-Committee, Department of Medical Affairs, St. Luke’s University Hospital, 801 Ostrum Street, Bethlehem, PA 18015

Once the applicant completes the application and it is returned to the Medical Staff Office w/supporting documents, allow a minimum of 1 ½ - 2 months for processing and approval by the Board.

Applicant’s Responsibility for Staff Privileges on the Allied Professional Staff

Information to be submitted to the Medical Staff Office/Medical Affairs Department

Certified Nurse Practitioners

1. The completed APS Application w/supporting documents (applications are processed by the Medical Staff Office in the order in which they are received)
2. Original completed Privilege Request Form (this form was sent to the applicant w/the application)
3. Copy of current CV/Resume
4. Copy of Pennsylvania RN and Nurse Practitioner Licenses (safety size copy w/signature 5 x 8)
5. Copy of all other Professional Licenses held – all states
6. Copy of National Board Certification (as recognized by the Penna State Board of Nursing)
7. Copy of DEA License, if applicable
8. Copy of Prescriptive Authority Collaborative Agreement, if applicable (this form can be printed from the Penna State Board of Nursing’s website)
9. Copy of the SLUHN Collaborative Agreement (this form was sent to the applicant with the application)
10. Copy of all Diplomas (excluding high school diploma)
11. Copy of all other Certificates of professional training
12. Copy of other certifications, if applicable (ACLS, BLS, PALS, etc.)
13. Copy of government issued picture ID – passport/drivers license, etc.
14. (For Non-Hospital Employees) Application Fees = \$150 per campus, made payable to SLH.
15. (For Non-Hospital Employees) Copy of current professional liability insurance coverage – limits of coverage must be \$1,000,000/\$3,000,000.
16. (For Non-Hospital Employees) Original FBI (Fingerprint) Report (Our office should receive the Penna Child Abuse and PATCH report directly from the State.)
17. (For Hospital Employees) Criminal (FBI Fingerprint), PATCH and Penna Child Abuse Checks are processed by the HR Dept – copies are then forwarded to the Medical Staff Office when received.

After the application is processed by the Medical Staff Office, the applicant will be asked to schedule an interview w/Sandy Mesics, CNM, Nursing Representative on the Allied Professional Staff -- for Allentown/Bethlehem applicants; and Kathy Ramson, VP of Patient Services --for Quakertown Campus applicants. The applicant might also be asked to schedule an interview with the Chief of the prospective department in which they will be working.

THE MEDICAL STAFF OFFICE WILL SEND QUESTIONNAIRES TO THE 3 PROFESSIONAL REFERENCES THAT THE APPLICANT LISTED ON THEIR APPLICATION. NOTE: These references must be from at least 1 physician and other colleagues of the same specialty who can attest to their clinical competency within the last 24 months.

THE MEDICAL STAFF OFFICE WILL SEND QUESTIONNAIRES TO ALL GRADUATE & POST GRADUATE TRAINING PROGRAMS IN WHICH THE APPLICANT PARTICIPATED.