

Community Hospitals and Wellness Centers
CHWC Montpelier Hospital (CAH)
CHWC Bryan Hospital
CHWC Archbold Hospital

MEDICAL STAFF SERVICES POLICY & PROCEDURE

SUBJ: MODIFICATION OF PRIVILEGES AND/OR
CHANGE IN STAFF STATUS

DATE ISSUED: 05/09

REVISED:

REVIEWED: 10/11, 10/13, 10/15, 4/18, 7/18

POLICY NUMBER: **MD0003**

I. POLICY

- A. A medical staff member may request a change in medical staff status or modification of clinical privileges upon written request.

II. PROCEDURE

- A. Practitioners requesting a modification of privileges or a change in staff status must submit the request in writing or may complete the Modification of Privileges Request Form (Attachment 1) or the Change in Staff Status Form (Attachment 2) to the medical director. The request for these changes must meet criteria and the request for modification of privileges must include documentation supporting the request, i.e., evidence of appropriate training, experience and competency.
- B. Requests shall not be acted upon if criteria and/or documentation requirements are not met, and such will not be considered a denial of change of status or granting of the privileges.
- C. Privilege requests may be resubmitted at any time with inclusion of required documentation of training, experience and competency.

Approval:

Credential/Bylaws Committee: 07/18

Medical Staff: 08/18

Board of Directors: 08/18

Modification of Privileges Request Form

Practitioner:

Specialty:

Addition:

I am requesting the following change(s) to my existing privileges:

I am including documentation of my training and experience to support this request.

Deletion:

I will no longer be performing the following privilege(s):

Physician Signature

Date

Received by Community Hospitals and Wellness Centers
Medical Staff Office:

Medical Staff Office Coordinator

Date

Credential Committee Approval _____

Date: _____

