

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

MEDICAL STAFF SERVICES POLICY & PROCEDURE

SUBJ: TIMELINE FOR PROCESSING OF NEW APPLICATIONS

DATE ISSUED: 05/2009

REVISED:

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

POLICY NUMBER: **MD0008**

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**I. POLICY**

Total processing time for completed applications not to exceed timelines as defined in the Medical Staff Bylaws, Article 5.

**II. PROCEDURE**

- A. Once an application is received in the medical staff office, the following actions will be performed:
1. Application is dated as received.
  2. Application will be processed as described in the Medical Staff Bylaws.
  3. Completed applications will then be forwarded to the Credentials Chair, Medical Staff Committee, and to the Governing Board as described in the Medical Staff Bylaws.

Approval:  
Credential/Bylaws Committee: 07/18  
Medical Staff: 08/18  
Board of Directors: 08/18