Name of Policy:	**Dissemination of Medical Staff Members, Resident and Allied Health Professional Staff Members Credentialing-Related Information**	THE UNIVERSITY OF TOLEDO MEDICAL CENTER
Policy Number:	3364-100-50-15	
Department:	Hospital Administration	
Approving Officer:	Chief Executive Officer - UTMC	
Responsible Agent:	Chief Medical Officer	**Effective Date**: 05/01/2021
Scope:	The University of Toledo Medical Center	Initial Effective Date: March 1, 1999

_____	New policy proposal	_____	Minor/technical revision of existing policy
_____	Major revision of existing policy	___x___	Reaffirmation of existing policy

(A) Policy Statement

Relevant practitioner-specific, credentialing-related information will be disseminated and/or electronically available to the appropriate patient care and support areas of the institution as needed.

(B) Purpose of Policy

To ensure that appropriate personnel are aware of practitioners that have been approved by the Dean of the Medical School (for Residents) and by the Board of Trustees (for Medical Staff and Allied Health Professional Staff members) to care for patients in this institution and the procedures they are privileged to perform.

(C) Procedure

1. Appropriate information regarding new residents, medical staff members, and allied health professional staff members and changes in privileges of separated medical staff members, residents, or allied health professionals will be either sent to or electronically available for patient care and support areas affected by same.

   a. The information will be either disseminated to or electronically available for the appropriate areas, including but not limited to the following:

Patient Care Areas:		Support Areas:
Ambulatory Services Department	Operating Room	Admitting
Cardiovascular Laboratory	Pain Medicine Center	Business Office
Emergency Department	Pharmacy	Health Information Management
Endoscopy Unit	Radiation Oncology Department	Information Technology
Heart Station	Radiology	Quality Management
Nursing Units	Special Care Units	Telephone Services

   b. Information regarding the clinical privileges held by members of the medical staff, residents and the allied health professional staff is electronically available to patient care and support areas via MD-View/E-Priv. Access information regarding MD-View/E-Priv is available through the Medical Staff Office.

   c. Information regarding changes to the status of current medical staff and allied health professional staff members, will be disseminated to the appropriate patient care areas upon approval of same by the governing body.

   d. Information regarding practitioners granted temporary clinical privileges will be disseminated to the appropriate patient care areas upon approval. Information of an urgent nature will be either faxed or hand-delivered to any appropriate areas.

2. Information regarding credentialed and/or privileged practitioners in the institution-wide Star database will be maintained as set forth in Hospital Administration/Information Systems policy number 3364-100-5-6.

Approved by:		**Review/Revision Date:**
/s/	05/13/2021	8/28/01 5/1/2021 9/10/04 8/8/07 2/23/2011 2/1/2014 3/1/2017 4/1/2020
Richard Swaine Chief Executive Officer – UTMC	Date	
Review/Revision Completed By: *HAS* *Medical Staff Office*		**Next Review Date:** 5/1/2024
Policies Superseded by This Policy: 7-50-15 - Dissemination of Medical Staff Members And Resident Credentialing-Related Information		