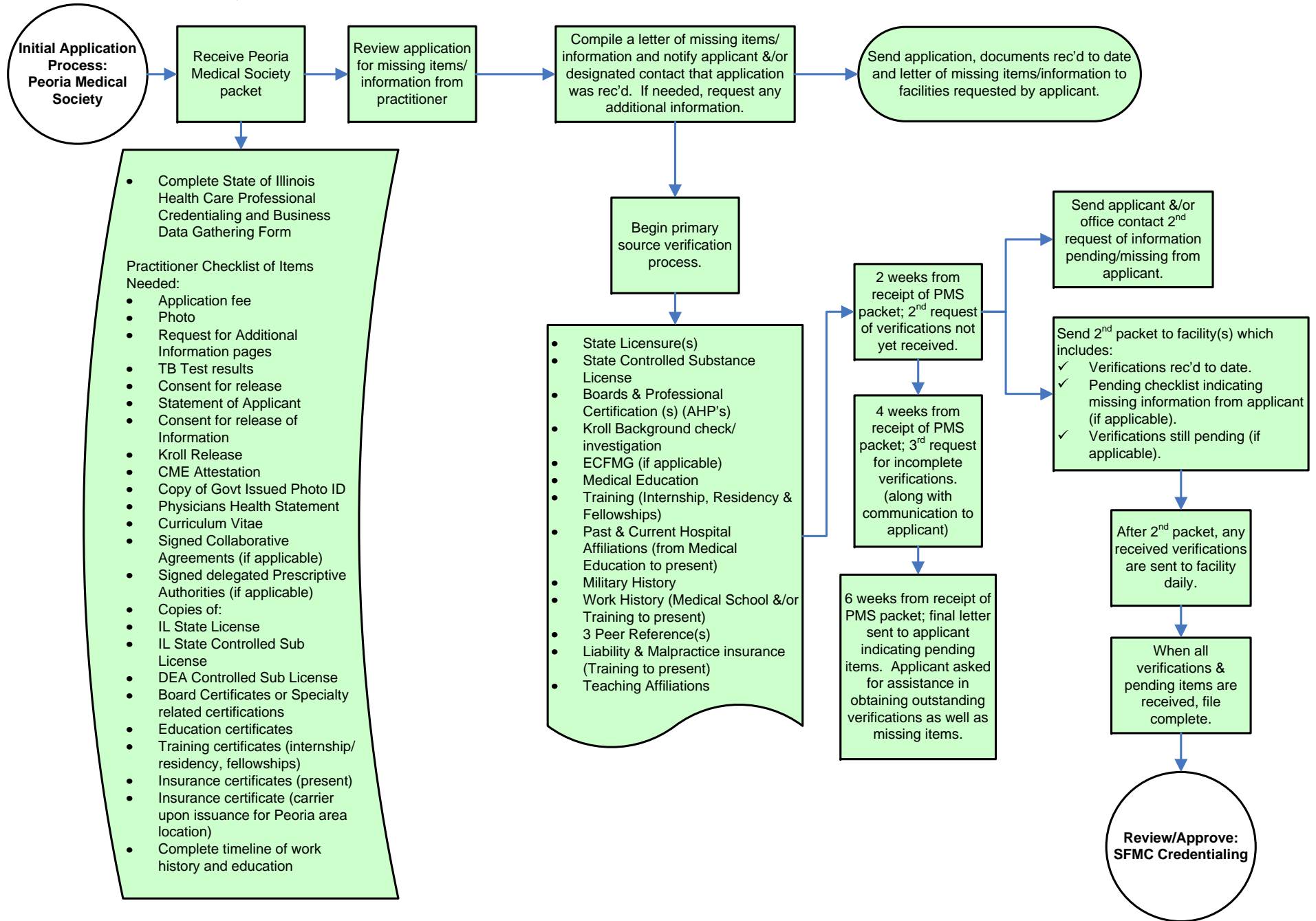


Initial Application Process

Receipt of Application through Verify Track



**Initial Application Process:
Peoria Medical Society**

Receive Peoria Medical Society packet

Review application for missing items/information from practitioner

Compile a letter of missing items/information and notify applicant &/or designated contact that application was rec'd. If needed, request any additional information.

Send application, documents rec'd to date and letter of missing items/information to facilities requested by applicant.

Begin primary source verification process.

Send applicant &/or office contact 2nd request of information pending/missing from applicant.

2 weeks from receipt of PMS packet; 2nd request of verifications not yet received.

Send 2nd packet to facility(s) which includes:
 ✓ Verifications rec'd to date.
 ✓ Pending checklist indicating missing information from applicant (if applicable).
 ✓ Verifications still pending (if applicable).

4 weeks from receipt of PMS packet; 3rd request for incomplete verifications. (along with communication to applicant)

After 2nd packet, any received verifications are sent to facility daily.

6 weeks from receipt of PMS packet; final letter sent to applicant indicating pending items. Applicant asked for assistance in obtaining outstanding verifications as well as missing items.

When all verifications & pending items are received, file complete.

**Review/Approve:
SFMC Credentialing**

- Complete State of Illinois Health Care Professional Credentialing and Business Data Gathering Form
- Practitioner Checklist of Items Needed:
- Application fee
 - Photo
 - Request for Additional Information pages
 - TB Test results
 - Consent for release
 - Statement of Applicant
 - Consent for release of Information
 - Kroll Release
 - CME Attestation
 - Copy of Govt Issued Photo ID
 - Physicians Health Statement
 - Curriculum Vitae
 - Signed Collaborative Agreements (if applicable)
 - Signed delegated Prescriptive Authorities (if applicable)
 - Copies of:
 - IL State License
 - IL State Controlled Sub License
 - DEA Controlled Sub License
 - Board Certificates or Specialty related certifications
 - Education certificates
 - Training certificates (internship/residency, fellowships)
 - Insurance certificates (present)
 - Insurance certificate (carrier upon issuance for Peoria area location)
 - Complete timeline of work history and education

- State Licensure(s)
- State Controlled Substance License
- Boards & Professional Certification (s) (AHP's)
- Kroll Background check/investigation
- ECFMG (if applicable)
- Medical Education
- Training (Internship, Residency & Fellowships)
- Past & Current Hospital Affiliations (from Medical Education to present)
- Military History
- Work History (Medical School &/or Training to present)
- 3 Peer Reference(s)
- Liability & Malpractice insurance (Training to present)
- Teaching Affiliations