



Part of the West Orange Healthcare Family

## Policy & Procedure

DEPARTMENT: Medical Staff	ORIGINAL: 03/01/02	PAGE: 1 of 2
POLICY: Credentialing in an Emergency	REVIEWED: 03/06, 04/07, 05/09, 01/11	
APPROVAL: MEC 05/18/2009, 02/21/2011 Board 05/29/2009, 02/22/2011	DATE:	REVISED:05/07 05/09, 01/11

**POLICY:** Credentialing in an Emergency

**PURPOSE:** To outline the guidelines for credentialing medical professionals in cases of disaster and/or emergency situations where the assistance of additional medical professionals is deemed necessary.

**OBJECTIVE:** To insure that an adequate number of medical professionals are available to care for patients in cases of disaster and/or emergency situations.

**PROCEDURE:** In cases of disaster and/or emergency situations when additional medical professionals are necessary to give adequate medical care for our patients, the following procedures shall be followed:

1. The CEO or Chief of Staff or their designee may grant disaster privileges at their discretion, on a case by case basis based on patient care need at the time and upon presentation of any of the following:
  - a. Photo ID from another hospital
  - b. Current license to practice in any US state and a valid photo ID issued by a state, federal or regulatory agency. Unlicensed volunteers will not be utilized.
  - c. Disaster Medical Assistance Team (DMAT) ID,
  - d. ID indicating the individual has been granted authority to provide patient care, treatment and services in disaster circumstances (such authority having been granted by a federal, state or municipal entity),
  - e. Presentation by a current hospital employee(s) or medical staff member(s) with personal knowledge regarding practitioner's identity.
  
2. For credentials verification purposes, the practitioner shall provide the following information:
  - a. complete full name including any alias;
  - b. date of birth;
  - c. social security number;
  - d. list of Active hospital affiliations;



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3. In all cases the photo identification shall be examined, copied and provided to the Medical Staff Office, along with the information required in #2 above..
4. In all cases the verification process of individuals granted emergency disaster privileges shall be deemed a high priority and additional hospital personnel may be utilized as needed.
5. As soon as the immediate disaster situation is under control, the following verifications will be performed in the order listed below and completed within 72 hours of the time the volunteer presented to the facility (or as soon as time and resources allow):
  - a. professional license
  - b. National Practitioner Data Bank
  - c. FACIS
6. Prior to allowing the volunteer practitioner to practice, approval signatures or telephone approval shall be obtained from the Chief of Staff or the President/CEO or their designees.
7. Whenever possible, a volunteer practitioner shall be paired with a current Health Central practitioner who practices the same discipline. The appropriate section chief, department chairman or medical director shall have oversight responsibility for volunteer licensed independent practitioners.
8. Once approved, the volunteer practitioner shall be issued a Health Central Identification Badge to be worn at all times while on Health Central property.
9. A decision whether to continue the emergency privileges shall be made within 72 hours of first granting the emergency privileges, based on information obtained regarding the



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professional practice of the volunteer. The volunteer's performance shall be evaluated by the Chief Quality Officer, or designee assigned by Incident Commander, utilizing concurrent proctoring (direct observation) and retrospective proctoring, including discussion with other care givers of specific patients (i.e., consulting physicians, assistants, nursing or administrative personnel).