

CREDENTIALING & APPOINTMENT PROCESS

The credentialing and appointment process is set in place by each institution to review and confirm that all requirements of appointment are met. The process will, no doubt, vary between institutions, but the requirements are basically the same; all in-coming house officers (HO's) must be credentialed by appropriate Graduate Medical Education (GME) and institutional committees prior to their starting work.

The Coordinator's responsibilities begin when GME distributes application packets for incoming house officers (those scheduled to begin their residency the following July 1st). Forms required by GME include your institution's application, confirmation of state licensure, primary source verification, medical school information, ACLS/BLS certification, program director's assessment, letters of recommendation, appointment agreement or contract, and any additional form(s) your institution deems necessary. I recommend you become very familiar with the application so you can quickly review the returned information and contact the applicant immediately if information is missing or clarification is needed. I also recommend that the applicants return ALL completed paperwork to you so you can track these items (i.e.: state medical license application to you rather than sending it directly to the state).

Once complete, the application packet is delivered to your GME office. They, in turn, will verify information and forward to appropriate committees for approval. Once approved, GME should notify you.

Because Radiology programs require one year of post graduate clinic training prior to the start of residency, your incoming residents will have matched approximately 1.5 years prior to their start date. It is very important that you maintain contact with these individuals, either via e-mail or regular mail, to have a current address to mail this information to them.

Program Coordinator's Responsibilities:

- Pick up application packets from GME and send to incoming HO's. **BE SURE TO INCLUDE A DUE DATE THIS MATERIAL IS TO BE RETURNED TO YOU**
 - Gently, but firmly, inform them in your cover letter that a late or incomplete application may result in a delay of appointment, which translates to **NO WORK and NO PAY** until they are credentialed
- Make a checklist of required information to use as a reference when the application is returned

- Recommend the state license application is sent via an overnight delivery service for tracking purposes.
 - Frequently check your in-coming HO's licensing progress through your state's website. I recommend you contact the state if a license is not issued in a reasonable amount of time to find out what is missing.
- If the applicant graduated from a foreign medical school, request an ECFMG Certification Status Report
- Take completed applications to GME
- Confirm with your GME contact that applications are complete and dates of appointment
- Send periodic e-mails to incoming HO's
 - I inform them of the status of their application, send their rotation schedule and orientation information
 - I also send area related information such as banking/credit union and relator information and social events for the area.

With the completion of the credentialing process, your next step will be planning orientation.