

# DaVita Medical Staff Credentialing Process for Renal Fellows



1.  Fellow (or designee) completes and submits **Credentialing Request Form**.

2.  Fellow (or designee) receives login information and link to their Practitioner Homepage via email.

3.  Fellow accesses online application, completes and electronically signs, and uploads required documentation.

4.  Credentialing Coordinator receives application and begins the verification process, which can take up to 45 days. (It's important that the fellow be responsive to requests to ensure timely processing.)

5.  Once all verifications are complete, the fellow's file is reviewed by the Credentialing Advisory Committee (CAC) at the next monthly meeting.

6.  If approved for medical staff membership by the CAC, a vote request will be sent to each facility at which the fellow is applying for privileges. The facility governing body (GB) has 30 days to act on the privilege request once received.

7.  Fellow is activated at a facility once the GB approves their privileges. This triggers IT account creation and system access. The credentialing and privileging process is complete.

The fellow's appointment to the medical staff will coincide with their fellowship, unless the CAC determines that a provisional appointment is necessary. Their medical staff appointment will end once their fellowship is completed; not to exceed three years.



## Documents and Information Required to Process Application

- Current state licensure, DEA registration, Controlled Substance registration (if required by state)
- Curriculum Vitae
- Current malpractice insurance certificate

## Peer References

- A minimum of two professional references are required to complete a reference evaluation form. The practitioner must supply the name, fax or email address (preferred) of these references. The credentialing coordinator will send the forms directly to the peer references.
  - The fellow should notify the peer references that we will be reaching out to them to request they complete an evaluation. It's also helpful to relay the urgency to the peer so they respond timely.

## Supervising Physician

- Renal Fellows are required to name at least one supervising physician. The supervising physician must also be credentialed at the center(s) to which the Fellow is applying.
  - Note that access to patient records in OneView will be dependent upon the supervising physician of record. If there is more than one physician in which the fellow will be reviewing/entering records for, please provide those names so that we can ensure the fellow is given the appropriate access.

## Additional Information

- If the applicant discloses any adverse actions, we will request an explanation and documentation from the applicant.
- If there are time gaps in the applicant's education or work history, we will request an explanation.
- It's imperative that the applicant respond timely to any requests from the coordinator in order to complete the credentialing process within the expected timeline.
- If the certificate of malpractice insurance states that the fellow is only 'covered while performing duties within the scope of their employment/affiliation' (or similar language) and DaVita is not listed as a covered location on the certificate, the fellow must provide a statement from the school/insurer confirming that he or she is covered while providing services at the DaVita facility(ies).

## Primary Source Verifications Requested from Third Parties

- State Medical License (for each state in which they are currently or previously licensed)
- DEA Registration and CDS/CSR, if applicable
- National Practitioner Databank (NPDB) Report
- Medicare/Medicaid Sanctions Check
- State Sanctions Check
- Peer References
- NPI Validation
- Board Certification
- Medical Education