
Kettering Health NetworkSM

TO: Medical Staff Member

FROM: Mandy Addison, CPCS, MSOW-C
Network Credentialing

RE: BIENNIAL REAPPOINTMENT

It is time for your reappointment and/or regrant of privilege at a Kettering Health affiliated hospital. The Centralized Credentialing Office (CCO) is pleased to offer an electronic process. Please review instructions provided on the PHP and documents required and delineated below.

Reappointment

The following items are located under the *Application* as separate forms and are required as part of the credentialing process. Click and electronically sign/submit each one from the PHP from within the Reappointment Application forms.

- Reappointment Application – Complete in its entirety then click SUBMIT to sign.
- Safety Education – SUBMIT to sign
- PreCheck Authorization – SUBMIT to sign
- Release Statement – SUBMIT to sign
- Liability Release – SUBMIT to sign

Transfer Files

The following items will need to be uploaded (transfer files) to PHP. Please have these items available electronically.

- Updated CV
- Updated Color Photo (NO driver's license)
- Case Logs (See the Privilege Profile request for requirements)
- APP's must upload a current, signed Standard Care Agreement or Supervisory Agreement
- CME/CEU Requirement –10hrs Category 1 except PEDS which requires 40hrs (at FHH, GRN, KMCS, SOIN)
GVH Physicians - 50hrs Category 1; AHP/APP - 40hrs

Privileges

All providers WITH PRIVILEGES must complete their respective Privilege Profile request form.

- Click on the link for Privileges and open the document to complete and SUBMIT to sign. Providers may view *current* Privilege details by clicking on View Information. Select and View the *Current Privileges* report.

Application Fee - Pay Online through the PHP

- KMCS (KMC, SYC, Troy) = \$150
- Fort Hamilton = \$75
- Grandview (includes Southview) = \$75
- Greene = \$75
- SoIn = \$75

Prior to submitting your reappointment, please review to ensure all necessary forms and documents are completed and signed. Should you have any questions, please call 1-937-762-1300.