

**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 Color Photo (NO driver's license)
- Updated CV
- 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 KHHM, KHGM, KMCS, SOIN) KHDO 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 (Kettering Health Main Campus(KH) Miamisburg(SYC), Troy) = \$150
- Kettering Health Hamilton (Fort Hamilton) = \$75
- Kettering Health Dayton/Washington Twp (Grandview includes Southview) = \$75
- SoIn/Greene Unified Medical Staff (includes Indu & Raj SoIn Medical Center/KH Greene Memorial) = \$150

**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.**