

## Policy: Locum Tenens Practitioner

<b>DEPARTMENT SPECIFIC: Only affects one department.</b>							
<b>Folder</b>	Medical Staff Services			<b>Sub-Folder (If Applicable)</b>	<b>Not Applicable</b>		
<b>Effective Date</b>	9/11/2001	<b>Approved</b> Approver/Date	<i>Medical Staff Services Manager: 09/24/19; CMO 10/24/19</i>				
<b>Last Reviewed/ Revised Date</b>	10/24/2019	<b>OSHA Category (If Applicable)</b>	Not Applicable	<b>Standard (If Applicable)</b>	MS Bylaws 8.06	<b>Number of pages</b>	<b>3</b>

### **PURPOSE:**

The purpose of this policy is to provide a standardized process for Medical Staff Services personnel to carry out credentialing and privileging activities pertaining to Locum Tenens practitioners.

### **GUIDELINES:**

Physicians who apply for privileges to provide locum tenens services at Southeast Hospital are subject to the same application process as physicians applying for appointment to the Medical Staff, with the exception of hospital affiliation and malpractice coverage verifications, which are verified for the past five (5) years, only. These physicians are not appointed to the staff, but have privileges which are in effect for the periods of scheduled coverage.

### **PROCEDURE:**

#### **New Applicant:**

A request must be made to Medical Staff Services (MSS), along with the application, outlining the dates of coverage, and should be *received a minimum of 60 days prior to anticipated arrival* of the locum tenens physician. Applications with complicated professional practice or malpractice claims history, etc. may require additional processing time.

When notified that a physician will be providing locum tenens coverage, MSS processes the application in the same manner and subject to the same Initial Professional Practice Evaluation (IPPE) as an applicant for appointment to Associate Staff, with the exception that hospital affiliations and malpractice coverage are verified for the past five (5) years, only.

In order for granting of privileges to be considered, the application must be complete, verified, and recommended for approval and must meet the criteria set forth in the Medical Staff Bylaws, Rules, and Regulations. For consideration of expedited approval, the Expedited Approval policy must be followed.

Approval of Locum Tenens applications is the same as for all Medical Staff applications. Upon completion of the application verification process, review is undertaken and recommendations secured from the pertinent Department Chairman and Section Chief (if applicable), the Credentials Committee, and the Medical Executive Committee, and final action is taken by the Board of Directors.

**Temporary Privileges** may be issued in agreement with the Temporary Privileges Policy and Procedure.

**Returning Locum Tenens Physician:** When MSS is notified that the physician will again provide locum tenens coverage, the following will be confirmed to be current: Missouri medical license, BNDD, DEA (issued for the state of Missouri), required life support certification courses (e.g., ACLS, PALS, etc.) and malpractice coverage. Staff will ensure that no new reports have been generated by the National Practitioner Data Bank (NPDB). The practitioner will be considered eligible for additional work dates if the practitioner's authorization/reauthorization status remains current, if it has been determined that each license and certificate is current and without limitation, and if the NPDB contains no new reports.

All scheduled dates of service will be considered at that time. Work eligibility will extend to the earliest date of expiration represented by these licenses and certificates. Work eligibility for dates falling outside these parameters will be reconsidered upon receipt of documentation that the license or certificate has been renewed or reinstated.

**Reappointment Process (Renewal of Privileges):** In order to assure routine consideration of all aspects of renewal of privileges for these physicians who only occasionally practice at Southeast, physicians who provide locum tenens services will undergo the renewal process and OPPE in accordance with guidelines in place for all appointees to the Active, Associate, Consulting, and Courtesy, staff. This reduces the probability for adverse actions (i.e. malpractice suit settlements, licensure actions) to remain undetected and assures current licensure, authority to prescribe and dispense scheduled medications, etc.

**REFERENCES:** Locum Tenens: A Type of Practitioner, not a Type of Privilege, Mary J. Hoppa, MD, MBS, DMSL, Medical Staff Leader, HCPRO, July 7, 2011.

10 Things to Know About Locum Tenens Credentialing, Anne Baye Ericksen, Weatherby Healthcare, <https://weatherbyhealthcare.com/blog/10-things-know-locum-tenens-credentialing>, August 31, 2016; retrieved on September 24, 2019.

Greeley, H. (2017). Credentialing locum tenens and telemedicine providers: Myths, traditions, trends and options. Verisys Corporation. Retrieved on September 24, 2019, from [www.verisys.com/wp-content/uploads/2017/08/Verisys\\_QA\\_Credentialing\\_locums\\_and\\_telemedicine\\_providers2.pdf](http://www.verisys.com/wp-content/uploads/2017/08/Verisys_QA_Credentialing_locums_and_telemedicine_providers2.pdf)

**ATTACHMENTS:** N/A