



<b>SUBJECT</b> <b>Faculty Licensure, DEA and Medical Staff Dues Reimbursement</b>	<b>POLICY NUMBER</b> <b>200.003</b>	<b>PAGE</b> <b>1 of 2</b>
<b>SOURCE</b> <b>Academic Affairs – Administration</b>	<b>ORIGINATION OR LAST REVISION DATE</b> <b>11/08/07</b>	<b>EFFECTIVE DATE</b> <b>12/11/07</b>

I. POLICY

It is the policy of St. Joseph's Hospital and Medical Center (SJHMC) Academic Affairs to provide financial reimbursement to faculty for required licensure, DEA and medical staff privileging and credentialing.

II. PROCEDURE

A. Medical Licensure and DEA fees

1. Medical Licensure and DEA is required for physicians to practice at St. Joseph's Hospital.
2. Employed physician faculty must maintain their licensure and DEA without lapse during their employment
3. Employed physicians are to submit proof of payment for licensure and DEA renewal to their respective clinic manager for reimbursement.
4. The respective clinic cost center will budget and reimburse for these fees out of the clinic operations budget.

B. Medical Staff Dues

1. Medical Staff membership and privileges are required for physicians to practice at St. Joseph's Hospital.
2. Employed physician faculty must maintain their medical staff privileges and credentialing without lapse during their employment.
3. Employed physician faculty are to submit privileging renewal paperwork to their residency coordinator at least 30 days prior to expiration date for processing and payment or submit proof of payment for reimbursement within 30 days of payment.
4. The respective program will budget and reimburse for these fees out of the medical education residency budget.



<b>REVIEWED AND IN COMPLIANCE WITH:</b>	<b>DATE</b>
ACGME	11/08/07
CHW	11/08/07
JC	11/08/07
RISK/LEGAL	11/08/07
HUMAN RESOURCES	11/08/07
<b>REVISED &amp; APPROVED BY</b>	
Policy/Procedure Committee	11/08/07
Organized Medical Staff	11/08/07
GMEC	12/11/07