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## Policy & Procedure

DEPARTMENT: Medical Staff	ORIGINAL: August 2009	PAGE: 1 of 1
POLICY: Application Fees	REVIEWED: August 2012	
APPROVAL: MEC 8/24/2009 Board 8/25/2009 MEC 10/18/2012 Board 10/25/2012 Medical Staff : 03/07/2013 Board: 03/21/2013	DATE:	REVISED: October 2012, January 2013

**POLICY:** Medical Staff Application Fees

**PURPOSE:** To outline the application and re-application fees for the Medical Staff and Allied Health Professionals as approved by the Medical Executive Committee and Board of Trustees.

**PROCEDURE:** Application fees for initial appointment and re-appointment shall be required as outlined below and shall be collected by the Medical Staff Office, deposited in the Medical Staff bank account and used for credentialing fees, stipends, education and such other uses as deemed appropriate by the Secretary/Treasurer and/or the Medical Executive Committee. These fees do not apply to practitioners applying for Health Central Park only. Applications received without the appropriate fees shall be deemed incomplete and shall not be presented for approval until complete.

**A. Initial Application Fees**

1. Medical Staff Members - \$400.00
2. Allied Health Professionals - \$250.00

**B. Re-appointment Fees**

1. Active/Sr. Active Medical Staff Members - \$50.00
2. All other categories, including Allied Health - \$100.00
3. If the reappointment application is not returned and/or is not completed by the deadline stated in the reappointment application packet, the applicant will be required to pay a late fee of \$100.00 in addition to the above reappointment fee.
4. If the reappointment application is returned less than 45 days prior to the then-current expiration date, as required by the Medical Staff Bylaws, the reappointment fee shall be \$500.00.