Medical / Allied Health Professionals Staff - Application Packet Checklist

☐ Washington Practitioner Application (If you would like an electronic version of this application, please contact Stacey Opdahl using the information listed in the cover letter or access at the following link: http://www.seattlechildrens.org/healthcare-professionals/medical-staff/apply-for-membership/)

☐ Children’s Authorization To Release Information
☐ Children’s Obligations page
☐ Children’s Confidentiality Agreement
☐ Payor Payment Acknowledgement form
☐ Guiding Principles & Professional Standards and Performance Expectations form
☐ DataQuest Authorization Form (national level background check)
☐ Washington State Patrol Criminal History Background Check form
☐ Children’s Disclosure Statement
☐ Current Occupational Health Service (OHS) Immunization and Health Requirements

It is your responsibility to comply with the most current requirements as established by OHS. **Compliance is required so that your application request and final approval is not delayed.**

Please submit official copies of your records to:
Mail: Occupational Health Services (OHS)
M/S RC-411 PO Box 5371
Seattle, WA  98145-5005

Fax:  OHS at (206) 985-3159
Please call OHS with questions or to make an appointment at (206) 987-1020.

☐ Seattle Children’s Consent for Release of Medical Information
☐ University of Washington Authorization to Disclose/Release Employee Immunization & Health Data
☐ Privilege Delineation form(s)
☐ Attach a copy of the following:
  ➢ Washington and all other state licenses
  ➢ DEA registration – Federal law requires providers to maintain a DEA registration in each state in which the provider practices medicine.  Children’s requires a paid, non-exempt registration with full drug schedule.
  ➢ Certificate and other documentation of professional degree and completion of all training programs
  ➢ Board certification documentation
  ➢ Malpractice liability insurance, if **NOT** Children’s, UW or CUMG employed
  ➢ Life Support Certificates (ACLS, ATLS, BLS, NRP or PALS)

☐ Check or money order for $125 application fee payable to Seattle Children’s Hospital if **NOT** Children’s, CUMG or UW employed. Please indicate the payment is for staff application.

☐ Photo (Passport quality; front-facing – no side views; no smaller than 2” x 2”)

Page 1 of 2
Three (3) Letters of Recommendation – submitted directly to the address below:

For initial applications, three letters that address the applicant's skill and competency, by those who have worked with the applicant within the last 2 years, and are familiar with the applicant's behavior, ethics, and clinical practice and technical skill. At a minimum, the following core competencies should be addressed: patient care, medical/clinical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

Criteria for Physicians, Dentists, and Clinical Psychologists
One letter should come from the applicant's department director or division chief at the most recent hospital, or other site of practice. The other two letters should come from practitioners in the same discipline (physicians, dentists, or psychologists) who have worked with the applicant for at least six months. If this individual is within 3 years of completing residency or fellowship, one letter must come from the program director and should clearly define the cognitive and procedural skills that have been mastered during training as well as address the applicant's interpersonal and professional behavior.

Criteria for Allied Health Professionals
All letters should come from licensed independent practitioners, including nurse practitioners, physician assistants, and physicians who have worked with the applicant for at least six months. (If the applicant is a new graduate, one letter must come from program director and 2 letters from preceptors.) If within 3 years of completing the applicant’s formal educational program, one reference must come from a member of the clinical or academic faculty.

These letters should be addressed to:

Credentialing & Professional Standards Committee, Medical Staff Services
Seattle Children's Hospital
M/S RC-405 PO Box 5371
Seattle, Washington 98145-5005

For Review Only

- Medical Staff Guiding Principles
- Children's Protecting Patient Privacy Handbook
- Medical Staff Bylaws, Rules and Regulations
- Children's Compliance Program Code of Conduct
- Children's Dictation Instructions card
- Safety Systems and Emergency Management Letter