

Major Hospital A Major Health Partner	Credentialing for New Procedure MS-7
Does this policy meet a regulatory requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Formulated by: Administration Approved by: Medical Staff, Board of Directors Effective Date: 02/11/2008

PURPOSE: To develop standards for processing a practitioner’s request for a new procedure, determined to be non-experimental, within a specific major specialty.

GUIDELINE STATEMENTS:

1. The request for a new procedure must be reviewed by the appropriate Service Chief/Director or Medical Executive designee to determine whether the procedure is general or special. The recommendation will be forwarded to the Medical Executive Committee with supporting documentation. After review by the Medical Executive Committee a recommendation will be made to the Board of Directors for final approval.
 - 1.1. General Procedure. If it is determined that the procedure is a general procedure and experience is obtained through residency training, the Service Chief/Director of Medical Executive designee may recommend the addition of the procedure to the delineation of clinical privileges without outlining specific guidelines
 - 1.2. Special Procedure. If it is determined to be a procedure which is not obtained through residency training and/or not included on the delineation of clinical privilege form, the following must be provided and approved by the Medical Executive Committee:
 - 1.2.1. At least two (2) articles regarding the new procedure and/or technique;
 - 1.2.2. A certificate of course completion or a letter from an official, recognized expert involved with teaching the course or with demonstrated clinical competence who can attest to the applicant’s competence in performing the requested procedure; and
 - 1.3. Focused Professional Practice Evaluation. Any additional general procedure or special procedure granted to a practitioner is subject to a period of Focused Professional Practice Evaluation as more fully described in standard policy and procedure MS-19 Medical Staff Professional Practice Evaluation.
2. The approved new procedure will be added to the department(s) delineation of clinical privilege form and will include specific criteria concerning the privilege.
3. Applicants requesting the clinical privileges specified must provide information and documentation demonstrating that he/she meets the standards. If the applicant fails to provide the required information, the request will be considered incomplete and will not be processed.
4. **Reviewing & Revising:**

Major Hospital A Major Health Partner	Credentialing for New Procedure MS-7
Does this policy meet a regulatory requirement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Formulated by: Administration Approved by: Medical Staff, Board of Directors Effective Date: 02/11/2008

Reviewed	Revised
06/28/10	05/23/11
03/04/13	02/23/15
	05/23/16
	11/22/19

UPDATE WEBSITE WITH REVISIONS

5. References:

5.1 HFAP Standard 2018v2: 03.00.02: Periodic Appraisal of Members

5.2 Medical Staff Bylaws – Credentialing Manual Section 2.2.1 Requests for Clinical Privileges