

Credentials Verification Office

50 Medical Park East Drive

Birmingham, AL 35235

stvhscvo@ascension.org

P: (205) 838-3484

F: (205) 838-3518

Dear Applicant:

Thank you for your interest in St. Vincent's Health System! We are delighted to assist you in joining our staff. Please complete the attached pre-application and return to stvhscvo@ascension.org with the subject line "Pre-Application – [Insert Provider's Name & Specialty]."

All applications will be delivered electronically to the e-mail address listed on your pre-application. It is very important you complete **all** the required fields in order for us to send your application as soon as possible; failure to do so may delay the credentialing/privileging process.

Following the pre-app approval, you will receive an e-mail from stvhscvo@ascension.org in order for you to begin the online application process.

Please note: the Credentials Verification Office ("CVO") and the Medical Staff offices work together to process your application; ***we cannot guarantee your application will be processed within any requested time frame*** due to site-specific Medical Staff bylaw requirements (such as interviews, training, orientation, etc.).

- It would be beneficial to not only stay in contact with the CVO to provide any needed information, but also contact the appropriate Medical Staff Coordinator – listed below – for any items required at their specific facility:
 - Brittany Kimbrell – St. Vincent's Ambulatory Surgery Center; (205) 558-3579 or Lauren.Kimbrell@ascension.org
 - Emily McGuire – St. Vincent's Birmingham/St. Vincent's 119; (205) 939-7763 or Emily.McGuire@ascension.org
 - Michelle Brown – St. Vincent's Blount; (205) 274-3004 or Michelle.Brown6@ascension.org
 - Kelly Latham – St. Vincent's Chilton; (205) 258-4353 or Kelly.Latham@ascension.org
 - Alison Lebert – St. Vincent's East; (205) 838-3003 or Alison.Lebert@ascension.org
 - Joanna Murphree – St. Vincent's St. Clair; (205) 814-2105 or Joanna.Murphree@ascension.org

We appreciate your patience with this process and look forward to assisting you!

Sincerely,

Alison Lebert

Alison Lebert
Manager, Credentials Verification Office



Allied Health Request for Application Form

When this form is completed in its entirety and received by the CVO an application for appointment will be sent out via e-mail.

You may return to: stvhscvo@ascension.org or F: 205-838-3518

Please note: In order to be granted privileges at one of our facilities, all sponsoring physicians must be credentialed/privileged at the site, as well. It is your responsibility to let the applicable Medical Staff offices know if there are any changes to your clinical representation while at St. Vincent's Health System.

Full Name: _____ Degree: _____

Licensure (RN, CRNP, PA, etc.): _____

License #: _____

Office Name & Address: _____

Office Telephone: _____ Office Fax: _____ E-Prescribe Fax #: _____ **For EMR*

Personal E-mail*: _____

**This information will only be used by the Medical Staff offices to provide any necessary updates related to St. Vincent's Health System.*

Date of Birth: ___/___/___ SSN#: _____ - _____ - _____ NPI #: _____ ***(Required for all midlevels)***

Sponsoring Physician/Specialty: _____

Current/Unrestricted AL QASCS or DEA? Yes* No

*If yes, please provide #: _____

Requested Entity:

St. Vincent's B'ham		St. Vincent's Blount	
St. Vincent's East		North Tower	
St. Vincent's St. Clair		119 Surgery Center	
St. Vincent's Chilton			

Anticipated Start Date:

Please tell us the e-mail address where you would like us to send your online application:

Date: _____ Signed: _____

**St. Vincent's Health System
MEDICAL STAFF EHR POLICY
Computer Training**

Policy Statement

All Healthcare Providers approved for clinical privileges in the St. Vincent's Health System shall attend computer training tailored to their practice as a precondition to activation and exercise of clinical privileges.

Purpose

To promote safest and most efficient delivery of care to patients by creating a consistent, mandatory process to train healthcare providers in the use and functions of St. Vincent's Health System's inpatient electronic medical record (EMR) known as OneChart. The goal is a program that provides the providers with knowledge about OneChart's functions and data views to facilitate patient care, order entry, medication management, documentation and message center features.

Scope

This policy applies to all Providers who apply for or who are approved for privileges within St. Vincent's Health System.

Procedure

Active Clinical Status providers:

Training will consist of both internet and instructor-led, classroom based training course that includes:

- Overview of the OneChart
- Building and managing patient lists
- Reviewing patient identifiers and choosing the correct encounter
- Reviewing patient data
- Computer provider order entry (CPOE)
- Managing patient problems and diagnoses
- Performing medication reconciliation
- Sending ePrescriptions
- Documentation, including the use of Nuance Dragon
- Managing messages, signing orders and completing charts

In addition these Providers will receive site specific orientation from OneChart physician trainer or expert that is tailored to the use of OneChart at that site. These orientation sessions should include return demonstration of ability to log into single sign-on applications, appropriate use of "roam" and logging off information systems.

Mandatory OneChart/Athena training or proof of competency, as defined in this policy, shall be completed prior to the activation or reactivation of clinical privileges.

Requirements

Providers may exempt themselves from training by demonstrating competency according to the application or specialty focused competency checklists. To exempt from training requirement, new applicants should schedule an appointment with a trainer prior to activation of privileges.

Current Active Clinical Status practitioners who exercise clinical privileges: At the time of reappointment, the practitioner shall demonstrate competency as defined in this policy by demonstrating competency according to the application. Failure to meet this criterion means the application for reappointment will be considered incomplete and may expire.

OneChart training is offered:

- 1) Weekly by the OneChart training teams at the appropriate defined location for incoming medical staff members.
- 2) As needed at each hospital/ambulatory site for any site utilizing OneChart.
- 3) For two weeks in mid-June at a defined location, to orient new fellows, residents and medical students.

IMPORTANT NOTICE

Applicable providers must attend a mandatory OneChart/Cerner training session prior to approval of hospital privileges. Failure to do so will result in your application being placed on hold and you may be subject to repeating the credentialing process if paperwork exceeds 180 days.

Signature: _____

Date: _____