

GUIDE TO CREDENTIALING AND ONBOARDING CLINICAL FELLOWS

2018-2019 Calendar

Due Date	Department Action	Fellow Action	Notes
Oct 2018	Fellowship interviews		
Nov 2018	Fellowship offers	Fellows acceptance and completion of personal data forms	
Nov 2018	Pre-employment drug testing initiated (for new hires only not current PHS) *	Fellow determine testing site (OHS or Quest Diagnostics)	New requirement as of October 2018. Drug testing process runs simultaneously with credentialing.
Nov 2018	Credentialing initiated		Fellows will be required to notify department (MK) of any scheduled vacations/events and changes to email/ mailing address/phone during any part of process to avoid delays.
Nov 2018		Fellows gather/prepare all MA license documents for MA license application including: primary source verification of completion of medical school training and postgraduate training; examination scores; and satisfactory proof of good moral character. Affirmative responses regarding legal issues necessitate that a physician provide additional primary source documentation including: malpractice complaints; police reports; and other legal documents	BORM process approx. 10 weeks if application is complete \\Cifs2\emleader\$\Personnel\Full license info from Board website how-fast-2018.pdf
Dec 3, 2018		Fellows make a copy of complete MA license application and send to MK and Mary Rizzo	Copy used to identify any potential issues, i.e. CAT 2
Dec 3, 2018		Fellows submit complete MA license to BORM.	BORM only communicates with the fellow.

Jan 15, 2019	Provider Service emails credentialing packet to Fellows	Fellows follow up on outstanding documents: i.e. reference letters/ hospital/program declaration of expected training date.**	Credentialing signatures only valid for 180 days (i.e. 6/29/19). ** Most residency programs will not provide a letter of completion required for the credentialing packet until June 30 th .
Jan 29, 2019		Fellows make copy of credentialing packet and submit credentialing packet to Provider Service	Mail originals of CORI and Professional Staff ID forms to Provider Service. Other forms can be emailed.
Feb 2019	Anticipated MA license*	With MA license, Fellow applies for MSCR	Approx 3 weeks
Feb 2019	With full MA license <u>in hand</u> enrollment packets are mailed to Fellows	Fellow sends copy of wallet size MA license to MK and Provider Service	
March 2019		Fellows submit enrollment packets to Provider Service	Signature only valid 120 days
March 2019	Anticipated MCSR*	With MCSR, Fellow applies for DEA	Approx 3 weeks
April 4, 2019	Hospital credentialing committee reviews Fellow		
April 11, 2019	Provider Service submits enrollment packets to Payers	Fellow must have full license, Mass. Controlled Substance and federal DEA certificates in order to be submitted.	30-60-90 days Payers will not accept enrollment more than two (2) months before residency completion.
July 1, 2019	Fellowship Start Date		
July 4, 2019	HOLIDAY		
July 1-5, 2019	BWH training and onboarding		Epic/Dragon, hospital onboarding, BWPO orientation. Fellows need to plan to be in Boston for training/onboarding dates.
July 1-12, 2019	Coursework and shadow shifts		TBD

Dated 10/26/2018

Monday, July 15, 2019			Fully Enrolled
July 8-12, 2019	Department Orientation		1 day TBD

- * HAEMR residents transitioning into BWH fellowship are exempt from Partners drug screening**
- * Fellows in an ACGME program are exempt from Partners drug screening, i.e. Critical Care**
- * Fellows in a national match program are exempt from Partners drug screening, i.e. IEM and EU**