



CalvertHealth<sup>™</sup>  
Medical Center

CalvertHealth Medical Center  
100 Hospital Road  
Prince Frederick, MD 20678

410.535.4000  
301.855.1012  
410.535.5630 TDD

CalvertHealthMedicine.org

To: New Applicant

From: Linda Tierney  
Credentials Specialist  
Medical Staff Office  
Office: 410-535-8242  
Fax: 410-535-8243  
[linda.tierney@calverthealthmed.org](mailto:linda.tierney@calverthealthmed.org)

Date: September 21, 2017

Thank you for requesting privileges and Medical Staff Membership at CalvertHealth Medical Center. The items below will be needed to complete your application:

- Addendum page: Please complete and provide additional information.
- Affiliations: All hospital affiliations w/status & dates since medical school; please include fax numbers
- Application Fee: Check for \$350.00 made payable to CalvertHealth Medical Center
- Authorization/Release: Sign & date.
- Bylaws/Rules & Regs. Please sign and date that you have read and understand Calvert Health's Bylaws and Rules and Regulations
- CDS License: The website to obtain your Maryland CDS license is: <http://dhmh.maryland.gov/ocsa/Pages/CDS-Application.aspx>
- Certifications: A copy of all current certifications including BLS/ACLS
- Citizenship: Please provide proof of U.S. Citizenship if born outside of the United States.
- Claims History: A summary of claims history, if applicable [written by you]
- Credentialing App. Please complete all pages of the Maryland Hospital Credentialing Application
- Criminal Bkgrd Check: Completion of Criminal Records & Background Release Authorization and Disclosure is required for initial application and with cause.
- CV / Resume': A copy.
- DEA License: The website to obtain your Federal DEA license is: <https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp>
- Drug Screening: An 11-panel urine drug screen may be completed at our Calvert Health Outpatient Lab or any approved Quest Lab. Please ask Medical Staff Office for correct form to use.
- ECFMG Certificate: A copy of your ECFMG Certification
- Hepatitis B information: Hepatitis B Vaccine information sheet, and Consent or Declination Form/Waiver
- Immunization Records: A copy of your complete immunization records, including MMRV and Flu Vaccine or a copy of your titers.
- Insurance: A copy of your liability insurance certificate; minimum coverage \$1M/\$3M, listing CalvertHealth Medical Center as certificate holder and Entity Coverage.
- Insurance: Name, address, fax number, policy number for current & all previous liability insurance carriers. We must obtain claim histories from them.
- Maryland State License: A copy of your Maryland State License.
- NPI Number Please include your NPI number for our records.
- Photo: A **color** copy of your driver's license (or a black & white good-quality copy) **AND** a current passport size picture.
- Privileges: Completion of Delineation of Privileges [checked off and signed]
- PPD/Chest X-Ray: A current two-step PPD is required at time of appointment. This may be done in the Employee Health Dept. (Baseline Chest X-ray or the result of a current baseline Chest X-ray **and** chest assessment if past positive PPD)
- Procedure Logs: Procedure logs for the past two years
- References: Complete names, titles, addresses, places of employment, & fax numbers (**one reference must be a recent Dept. Chair or Program Director**)
- Start Date: Please note your anticipated start date on Addendum to Application.



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• Training:

Complete info regarding undergraduate and graduate education/training

The following are required before privileges are granted: Please call to schedule appts.

- A complete application
- Review by Dept. Chair and Chief of Staff
- Interview with Department Chair
- Approval by the Medical Executive Committee and Board of Directors

Please call us to schedule appointments towards the end of the application process.