



Volunteers in Medicine
of Southern Nevada

Dear Physician,

Please find enclosed the credentialing application for allopathic and osteopathic physicians who would like to volunteer their services at the Volunteers in Medicine of Southern Nevada clinic.

VMSN is applying for medical malpractice coverage for all healthcare professionals who work in our clinic through the federal government. This coverage is provided by the Federal Tort Claims Act (FTCA) and is similar to coverage that you would receive at military treatment centers, federal clinics and the VA system.

The VMSN procedure for FTCA coverage requires that all professionals treating patients in the clinic have a completed application and are credentialed and privileged. For physicians, this first involves simply filling out the attached VMSN application. Next, for credentialing, we will contact the medical staff office of any Clark County hospital where you are currently on staff and see if they will forward your credentialing information to us. If they will not or do not forward the information within 30 days, VMSN will send you an application for credentialing from Gemini Diversified Services, an independent credentialing agency. Upon receipt of the completed credentialing application, we will submit your name to our VMSN board, as required by the FTCA, to approve privileging. Please remember that VMSN is, at this time, primarily seeking volunteers in primary care: family practice, general internal medicine, pediatrics and gynecology. However, if you would like to be considered as a volunteer in a subspecialty of medicine or pediatrics, seeing patients at the clinic, please specify this on your form.

If you are still practicing, or have private malpractice insurance, you may be covered by that policy for volunteer work. The federal government recommends that all healthcare professional volunteers who have private liability insurance obtain a letter specifically stating whether or not that professional volunteer has malpractice coverage at a free clinic. If you do, VMSN will credential you as above, but will not submit your name for the formal FTCA application process. VMSN will instead require a copy of the letter from your insurer.

VMSN is run primarily by volunteers, and our services are completely free for patients. Since opening to the public on January 22, 2010, we are literally improving and even saving the lives of Clark County residents who have fallen through the cracks of our healthcare system. I look forward to receiving your completed application and promise you that you will find working at VMSN a rich and rewarding experience.

Cordially,

Laura Culley, M.D. Medical Director

**VMSN INC.
PROVIDER APPLICATION**

Prior to participation as a provider with VMSN, all physicians must complete the credentialing procedure to meet FTCA requirements. Please send the information requested below to the following address:

**VMSN Inc.
4770 Harrison Drive
Suite 105
Las Vegas, NV 89121**

Please complete the following forms:

- 1. Provider Application Personal Data**
- 2. Practitioner Questionnaire**
- 3. Appointment of Credentialing Agent**
- 4. Malpractice Claim Information Worksheet**

All practitioners must also provide copies of the following documents:

- 1. Copy of Government-Issued Picture ID: Driver's License or Passport**
- 2. Copy of DEA**
- 3. Privilege Request Form**
- 4. Copy of Current Nevada License**
- 5. Copy of Nevada State Board of Pharmacy Controlled Substance Certificate**

In accordance with the Program Information Notice 2004-24 (Revised), hospitals or independent agencies such as Gemini Diversified Services may serve as the CVO (Credentials Verifying Organization). Also, as required by the Program Information Notice 2004-24 (Revised), you must submit a 10-year history of any malpractice claims. Please copy the attached *Malpractice Claim Information Worksheet* for each case.

As part of the credentialing process, providers have the following rights:

- 1. The right to review information submitted to support your credentialing application that is not protected by law;**
- 2. The right to correct erroneous information submitted to another party for use in the credentialing process and;**
- 3. The right to be informed of the status of your credentialing or re-credentialing application upon request.**

If you have any questions or concerns regarding your rights or your credentialing application, please call (702)967-0530 or fax (702) 967-0538.



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VMSN INC.
PHYSICIAN APPLICATION PERSONAL DATA

1. Name _____
2. Other Name(s) Previously Used _____
3. Social Security Number _____
4. NV License# / NV Controlled Substance # _____
5. UPIN # _____
6. DEA # _____
7. NPI (National Provider Identifier) _____
8. Tax ID# _____ Name Affiliated with Tax ID _____
- 8a. Other Tax IDs (Attach Separate Sheet if Applicable) _____
9. Place of Birth _____ Date of Birth _____
10. Gender _____ Citizenship _____
11. If not US Citizen: Visa # _____ Status _____ Expiration Date _____
12. Name of Spouse/Significant Other _____
13. Local Residence/Address _____
City _____ State _____ Zip _____
Telephone Number _____ Cell Phone Number _____
Email Address _____
14. Primary Practice/Group Name _____
Complete Office Address _____
City _____ State _____ Zip _____
Office Phone _____ FAX _____ Email _____
15. Any Practice Restrictions? _____
16. Languages Spoken Other Than English _____



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VMSN INC. PRACTITIONER QUESTIONNAIRE

If your answer to any of the following questions is YES, please provide full details on a separate sheet, to include date of occurrence, description of events and current status.

- A. Has your license to practice medicine in any jurisdiction **ever** been denied, revoked, voluntarily or involuntarily terminated, relinquished, suspended, otherwise limited or restricted, or been made subject to a program of probation, or have you **ever** been issued a citation or letter of reprimand by the licensing agency, or have formal or informal proceedings, or investigations, toward any of those ends **ever** been commenced? YES NO
- B. Has your medical staff membership or medical staff status at any hospital or comparable acute or long term care facility or ambulatory surgery center or comparable facility, **ever** been denied, revoked, voluntarily or involuntarily terminated, relinquished, suspended, or restricted or limited, based on patient care or professional conduct reasons, or have formal or informal proceedings, or investigations, toward any of those ends **ever** been commenced? YES NO
- C. Have your admitting or clinical privilege(s) at any other hospital, or at any comparable acute or long term care facility, or ambulatory surgery center or comparable facility, **ever** been denied, revoked, voluntarily or involuntarily terminated, relinquished, suspended, or restricted or limited, based on patient care or professional conduct reasons, or have formal or informal proceedings, or investigations, toward any of those ends **ever** been commenced? YES NO
- D. Have you **ever** voluntarily or involuntarily relinquished medical staff membership or status, admitting or clinical privileges, withdrawn an application for membership or privileges at any hospital or comparable acute or long term care facility, or ambulatory surgery center or comparable facility, after notification of the actual or imminent commencement of a formal or informal review, or investigation of your practice, credentials or professional conduct? YES NO
- E. Has your membership, participation, privileges, contractual affiliation or other status with any health maintenance organization, medical group, ambulatory or outpatient care center, clinic, independent practice association, preferred provider organization, or any other comparable health care entity **ever** been denied, revoked, voluntarily or involuntarily terminated, suspended, restricted or limited based upon patient care or professional conduct grounds, or have formal or informal proceedings, or investigations toward any of those ends **ever** been commenced? YES NO
- F. Have you **ever** voluntarily or involuntarily relinquished membership, participation, privileges, a contractual affiliation or other comparable status with any health maintenance organization, medical group, ambulatory or outpatient care center, clinic, independent practice association, preferred provider organization, or any other comparable health care entity after notification of the actual or imminent commencement of a formal or informal review or investigation, of your practice or professional conduct? YES NO

- G. Has your membership or status in any state or local professional society or other comparable medical organization ever been denied, revoked, voluntarily or involuntarily terminated, suspended or restricted based upon patient care or professional conduct concerns, or have formal or informal proceedings, or investigations toward any of those ends ever been commenced? YES NO
- H. Has your status as a participating provider in the Medicare, Medicaid, or Tricare (formerly Champus) programs ever been sanctioned, denied, suspended, voluntarily or involuntarily terminated, limited or revoked, or have formal or informal proceedings, or investigations toward any of those ends ever been commenced? YES NO
- I. Has a letter of concern or reprimand ever been issued to you? YES NO
- J. Have you ever been denied professional liability insurance or has your policy ever been canceled? YES NO
- K. (1) Have you ever been named in a complaint based on allegations of professional negligence or professional misconduct or have you ever received notice of an intent to commence litigation of that type? Note: Make copies of the attached Malpractice Claim Information Worksheet and complete for each case. YES NO
- (2) With regard to any suit, has it resulted in a judgment, a settlement, or other final disposition, or is it still pending? Note: Make copies of the attached Malpractice Claim Information Worksheet and complete for each case. YES NO
- L. Does your professional liability (malpractice) coverage exclude you from performing any specific procedures(s) or practicing portions of your specialty for which you are requesting privileges? YES NO
- M. Has your specialty board certification or eligibility ever been denied, revoked, voluntarily or involuntarily terminated, suspended, or have formal or informal proceedings, or investigations toward any of those ends ever been commenced? YES NO
- N. Has your Drug Enforcement Agency or other controlled substances authorization ever been denied, revoked, voluntarily or involuntarily terminated, suspended, or restricted or have formal or informal proceedings, or investigations toward any of those ends ever been commenced? YES NO
- O. Have you ever been convicted of a criminal offense other than a minor traffic violation? YES NO
- P. Are you now or have you ever been addicted to a controlled substance or alcohol? If the answer to this question is yes, please provide the name, address and a full description of any rehabilitation program in which you are now participating or in which you have participated as well as the name and title of the individual who can describe your care and participation in that program. An organization may require that you complete a Health Status Form which provides the name and title of the individual/organization (counselor/diversion program/treating provider) who can advocate on behalf of your sobriety status. YES NO
- Q. Do you currently use illegal drugs? YES NO
- R. Do you have any mental or physical condition that may significantly affect your ability to practice medicine or to exercise the particular privileges that you have requested? If so, do you believe that, with reasonable accommodation, you will be able to provide care meeting the standards controlling the award of privileges and status that you seek? YES NO

Print Name: _____

Signature: _____

Date: _____

Standard Authorization, Attestation and Release for Health Plans, Health Insurers and

Health Care Organizations

(Not for Use for Employment Purposes)

Purpose of Form

This form has been developed for use by Nevada health plans and health insurers, and may be used by hospitals and other healthcare organizations. Its purpose is to provide a single consolidated form for use by applicants for participation as a provider (hereinafter, "Participation") with health plans or health insurers and may be used for hospital and other healthcare organization medical staff membership and clinical privileges (hereinafter, sometimes, "Membership"). This form, once properly completed will be accepted by all Nevada health plans and health insurers and may be accepted by hospitals and other healthcare organizations (hereinafter, collectively referred to as "Entities").

Acknowledgements and Agreements with respect to Health Plans and Health Insurers

I understand and agree that, as part of the credentialing application process for Participation at or with each health plan or health insurer and any of their affiliated Entities, I am required to provide sufficient and accurate information for a proper evaluation of my current licensure, relevant training and/or experience, clinical competence, health status, character, ethics, and any other criteria used by them for determining initial and ongoing eligibility for Participation.

Acknowledgements and Agreements with respect to Healthcare Organizations

By filing this application, I agree to be bound by the bylaws, rules and regulations, policies, and code of conduct of each and every medical center, medical staff and other healthcare organizations to which I am applying in Nevada. I understand that I have an opportunity to review those bylaws, rules and regulations and policies.

I understand that it is my responsibility to assure that a copy of this application is sent to each and every healthcare organization to which I wish to apply.

I understand that my misrepresentation or significant omission in this application constitutes cause for denial or for subsequent revocation of membership and privileges. I also understand that I have an opportunity to review the information submitted in support of this application pursuant to each entity's policy regarding review. If during the process of credentialing, an entity receives information that varies substantially from information I have provided, I will be notified of this and will have an opportunity to correct erroneous information. I have the right, upon request, to be informed of the status of my application.

I recognize that as the applicant I bear the burden of demonstrating that I am qualified and remain qualified for the award of membership and privileges in accord with the criteria and standards described in the applicable bylaws and comparable documents, and I recognize that I have the burden of resolving any reasonable doubts about my qualifications for membership and privileges.

In order to facilitate the evaluation of this application and the assessment of any subsequent exercise of privileges, I agree to meet and cooperate with the various officers, representatives and committees charged with responsibility for credentialing and peer review activities.

I understand that the evaluation of credentials shall be accomplished in a professional manner, and that I will be afforded an appropriate review in the event that action on this application is adverse in accordance with the bylaws or rules pertaining to each organization.

As part of this application, I pledge that if I am granted the requested membership and privileges, I will maintain an ethical practice in accord with applicable bylaws, and specifically that I will: a) Refrain from fee splitting or other inducements relating to patient referral; b) Provide for the continuous care and supervision of my patients; c) Refrain from delegating the responsibility for diagnosis or care of hospitalized patients to a medical practitioner who is not qualified to undertake this responsibility and who is not adequately supervised; d) Seek consultations whenever necessary or requested by the patient or family; e) Abide by all applicable and generally recognized ethical principles applicable to my profession and to each and every healthcare entity to which I am applying; and f) Maintain the confidentiality of patient information received by both paper and electronic means.

Furthermore, should I be granted the requested membership and privileges, I will accept appropriate committee assignments and otherwise assist, as requested, in the discharge of medical staff responsibilities.

Acknowledgements and Agreements with Respect to all Entities

Independent Action, No Employment

I acknowledge that each Entity has its own criteria for acceptance, and I may be accepted or rejected by each independently. I further acknowledge and understand that my cooperation in obtaining information and my consent to the release of information do not guarantee that any Entity will grant me Membership or Participation. I understand that my application for Membership or Participation with the Entity is not an application for employment with the Entity and that acceptance of my application by the Entity will not result in my employment by the Entity.

Authorization of Investigation Concerning Application for Membership or Participation

I authorize the following individuals including, without limitation, the Entity, its representatives, employees, and/or designated agent(s); the Entity's affiliated Entities and their representatives, employees, and/or designated agents; and the Entity's designated professional credentials verification organization (collectively referred to as "Agents"), to investigate information, which includes both oral and written statements, records, and documents, concerning my application for Membership or Participation. I agree to allow the Entity and/or its Agent(s) to inspect all records and documents relating to such an investigation.

Authorization of Third-Party Sources to Release Information Concerning Application for Membership or Participation

I authorize any third party, including, but not limited to, individuals, agencies, medical groups, Entities responsible for credentials verification, corporations, companies, employers, former employers, hospitals, health plans, health maintenance organizations, managed care organizations, law enforcement or licensing agencies, insurance companies, educational and other institutions, military services, medical credentialing and accreditation agencies, professional medical societies, the Federation of State Medical Boards, the National Practitioner Data Bank, and the Health Care Integrity and Protection Data Bank, to release to the Entity and/or its Agent(s), information, including otherwise privileged or confidential condition, alcohol or chemical dependency diagnosis and treatment, ethics, behavior, or any other matter reasonably having a bearing on my qualifications for Membership or Participation in, or with, the Entity. I authorize my current and past professional liability carrier(s) to release my history of claims that have been made and/or are currently pending against me. I specifically waive written notice from any Entities and individuals who provide information based upon this Authorization, Attestation and Release.

Authorization of Release and Exchange of Disciplinary Information

I hereby further authorize any third party at which I currently have Membership or Participation or had Membership or Participation and/or each third party's agents to release "Disciplinary Information," as defined below, to the Entity and/or its Agent(s). I hereby further authorize the Agent(s) to release Disciplinary Information about any disciplinary action taken against me to its participating Entities at which I have Membership or Participation, and as may be otherwise required by law. As used herein, "Disciplinary Information" means information concerning: a) any action taken by such health care organizations, their administrators, or their medical or other committees to revoke, deny, suspend, restrict, or condition my Membership or Participation or impose a corrective action plan; b) any other disciplinary action involving me, including, but not limited to, discipline in the employment context; or c) my resignation prior to the conclusion of any disciplinary proceedings or prior to the commencement of formal charges, but after I had knowledge that such formal charges were being (or are being) contemplated and/or were (or are) in preparation.

Authorization of Release Among Entities

Moreover, I consent to the communication and release of information and documents (including medical staff records and patient care records) among the Entities to which I apply and the release of the same by and to any and all other hospitals, medical staffs, medical schools, training programs, medical societies, professional associations, professional liability insurers, licensing authorities, specialty boards, health maintenance organizations, health plans, health insurers, medical groups, ambulatory or outpatient care center, clinics, independent practice associations and any and all other sources that may be available for the purpose of evaluating my professional education, training, experience, character, conduct and judgment. In this regard, care shall be taken to safeguard the privacy of medical information and the confidentiality of medical staff information and medical records.

I specifically authorize the transmission of this application and all supporting documentation, and all information collected during the credentialing process, to each and every component of the Entities in which I have sought Membership or Participation, and I further fully authorize the release of that documentation or information to any health plan, health insurer, hospital, medical staff, medical group or other health care entity that may seek it as part of an authorized credentialing or peer review process.

Required HIPAA Privacy Rule, Nevada Law Provisions

I understand and agree that some of the information to be disclosed pursuant to this Authorization may include information that is "protected health information" under 45 CFR parts 160 and 164, and may also include information protected under Nevada or other federal law ("other confidential medical information"); including blood, breath or urine test results, communicable disease information, information about sexually transmitted disease, (including HIV and AIDS), information about mental health treatment I have sought and/or received, and/or information about drug and/or alcohol abuse treatment I have sought and/or received.

This authorization will expire upon my retirement from medical practice. I acknowledge: a) that I have the right to revoke the authorization as it relates to protected health information and/or other confidential medical information at any time, and b) that I understand that once protected information is disclosed, it may no longer be protected by federal privacy law. I may revoke this authorization in this regard only in a writing sent by certified mail to the organization to which I originally furnished this Statement. The revocation will be effective only upon receipt.

Release from Liability

I release from all liability and hold harmless any Entity, its Agent(s), and any other third party for their acts performed in good faith and without malice unless such acts are due to the gross negligence or willful misconduct of the Entity, its Agent(s), or other third party in connection with the gathering, release and exchange of, and reliance upon, information used in accordance with this Authorization, Attestation and Release. I further agree not to sue any Entity, any Agent(s), or any other third party for their acts, defamation or any other claims based on statements made in good faith and without malice or misconduct of such Entity, Agent(s) or third party in connection with the credentialing process. This release shall be in addition to, and in no way shall limit any other applicable immunities provided by law for peer review and credentialing activities.

I fully release from liability any person or entity, including any and all representatives of the Entities and any representative, agent or component thereof, that requests or provides information in connection with the evaluation of my application, credentials and practice, to the fullest extent allowed by applicable statutes, regulations and judicial decisions. Moreover, I fully release from liability the participating Entities to which I am applying and any Agent or component thereof, and all other persons or Entities participating in the evaluation of my credentials and practice from any and all liability for their actions and decisions, to the fullest extent allowed by applicable statutes, regulations and judicial decisions.

In this Authorization, Attestation and Release, all references to the Entity, its Agent(s), and/or other third party include their respective employees, directors, officers, advisors, counsel, and agents. The Entity or any of its affiliates or agents retains the right to allow access to the application information for purposes of a credentialing audit to customers and/or their auditors to the extent required in connection with an audit of the credentialing processes and provided that the customer and/or their auditor executes an appropriate confidentiality agreement. Except with respect to its application to protected health information or other confidential medical information, I understand and agree that this Authorization, Attestation and Release is irrevocable for any period during which I am an applicant for Membership or Participation at an Entity, a member of an Entity's medical or health care staff, or a participating provider of an Entity. I agree to execute another form of consent if law or regulation limits the application of this irrevocable authorization. With respect to protected health information or other confidential medical information, this Authorization may be revoked and provided above. However, I understand that my revocation of this Authorization with respect to protected health information or other confidential medical information or my failure to promptly provide another consent with respect to any other information may be grounds for termination or discipline by the Entity in accordance with the applicable bylaws, rules, and regulations, and requirements of the Entity, or grounds for my termination of Membership or Participation at or with the Entity and will result in the cessation of any action on my application for Membership or Participation. I agree that information obtained in accordance with the provisions of this Authorization, Attestation and Release is not and will not be a violation of my privacy.

I certify that all information provided by me in my application is true, correct, and complete to the best of my knowledge and belief, and that I will notify the Entity and/or its Agent(s) within 10 days of any material changes to the information I have provided in my application or authorized to be released pursuant to the credentialing process. Further, I specifically agree to notify the Entities to which I am applying immediately upon notification upon any significant change or any formally recommended change in licensure status, or any actual or formally recommended denial, suspension or revocation of privileges or membership or status by another healthcare entity, or cancellation or interruption of my professional liability insurance coverage. I understand that corrections to the application are permitted at any time prior to a determination of Membership or Participation by the Entity, and must be submitted on-line or in writing, and must be dated and signed by me (may be a written or an electronic signature). I understand and agree that any material misstatement or omission, as determined solely by the Entity, in my application may constitute grounds for withdrawal of the application from consideration; denial or revocation of Membership or Participation; and/or immediate suspension or termination of Membership or Participation and will result in the cessation of any action on my application for Membership or Participation. This action may be disclosed to the Entity and/or its Agent(s).

I further acknowledge that I have read and understand the foregoing Authorization, Attestation and Release. I understand and agree that a facsimile or photocopy of this Authorization, Attestation and Release shall be as effective as the original.

Print Name: _____

Signature: _____

Date: _____



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**VMSN INC.
APPOINTMENT OF CREDENTIALING AGENT**

I hereby consent to the disclosure, copying and transmission of information and documents related to my credentials, qualifications, conduct and performance by my credentialing agent (listed below). This exchange will be for the purpose of any credentialing/re-credentialing applications or Mid-Cycle credentialing evaluation regarding my professional training, experience, character, conduct, judgment, ethics, ability to work with others, health issues, sanctions against or loss of licensure, or other items needed to complete my credentialing.

In this regard, care will be taken to safeguard the privacy of patients, confidentiality of patient records, and to protect credentialing information from being further disclosed. I am informed and acknowledge that Federal and State laws provide immunity protections to certain individual and entities for their acts and/or communications in connection with evaluating the qualifications of health care providers. I hereby release all persons and entities from any liability they might incur for their acts and/or communications in connection with the evaluation of my qualifications for employment or credentialing, to the extent the law protects those acts and/or communications.

I understand and agree that, as an applicant, I have the burden of producing adequate information for proper evaluation of my professional competence, character, ethics and other qualifications, and for resolving any doubt about such qualifications or the ability to practice in a safe and effective manner.

I hereby authorize

- _____ St. Rose Dominican, Siena Campus
- OR
- _____ Sunrise Medical Center
- OR
- _____ University Medical Center
- OR
- _____ Valley Hospital & Medical Center
- OR
- _____ Gemini Diversified Services (Please request this packet from VMSN)

To act as my agent in all matters related to credentialing/recredentialing until I revoke this authorization in writing.

Print Name _____

Practitioner Signature _____

Date: _____



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**VMSN INC.
MALPRACTICE CLAIM INFORMATION WORKSHEET**

**Please submit a complete history for the past ten (10)
years**

Please duplicate this form and complete for EACH case. Also, for each case that has been settled or dismissed, supply court documentation.

Practitioner Name _____

1. Patient Name _____

2. Diagnosis _____

3. Your involvement in the case (attending, consulting, etc.) _____

4. Allegation(s) _____

5. Clinical Case Summary (Include additional pages or inserts if necessary) _____

6. Patient Outcome _____

7. Other Pertinent Details _____

8. Date of Incident _____ Date Filed _____ Date Closed _____

9. Resolution of Case (dismissed, settled out of court, litigated, other)

NOTE: All cases litigated must include legal documentation.

10. Settlement amount paid on your behalf, if any _____

11. Professional liability insurer involved:

A. Name of Insurer _____

B. Policy _____

C. Address of Insurer _____

No claims to report

Regardless of whether you have had any claims, this form must be signed and dated.

Print Name _____

Signature _____

Date _____