



## CREDENTIALING LIAISON INSTRUCTIONS Reappointment Application

Credentialing Liaisons (CLs), designated as such in the Cactus Credentialing database, will be notified via App Central that a reappointment application has been sent to a Practitioner. The Practitioner is sent an email with a link that requires them to log into App Central, review information on file and make any updates to their pre-populated Credentials Application and Clinical Privilege Description. Note: All red fields are required and will not allow submission without completion.

In addition to the AppCentral process, the following supporting documents are required to be submitted to the CVO during the processing of the application:

		Med Staff	AHP	OHP
1.	OHP Scope of Practice with Job Description (as appropriate)			X
2.	Privilege support documents (if applicable)	X	X	

**The following documents can be found on the CVO website:**

<http://clinicalaffairs.unm.edu/unmhscvo/documents.html>

- OHP Scope of Practice
- App Central Log-In instructions

**Additional Notes:**

- Copy of Certificate of Liability (non-employees) - If the Practitioner is not employed by a UNM Health System employer, please submit proof of most recent Certificate of Liability.
- PA's - Supervising physician statement form: <http://www.nmmb.state.nm.us/licensing.html> - please submit copy of statement provided by the NMMB.