

	<b>POLICY</b>	No. 11188	
	<b>Temporary Privileges</b>	Applies To:	<b>UNMMG</b>

**Policy**

A practitioner may request Temporary Privileges at UNM Medical Group for a limited period of time, not to exceed sixty (60) days, subject to renewal up to a total of one hundred and twenty (120) day period.

Temporary Privileges may be granted for urgent patient care needs for a specific patient, procedure, or for a specified period of time and purpose.

That need must be documented, in writing, and approved by the Chief Medical Officer in conjunction with the Medical Director in the specialty area the practitioner is requesting privileges.

**Procedure**

- A. Once a determination is made to process the request by the UNMMG Credentialing Office, the Credentialing Specialist will process the request accordingly:
  - 1. Request the Medical Director of the clinic that the Practitioner is requesting Temporary Privileges complete The Temporary Privileges Request Form (Exhibit A).
  - 2. Once the Health System Credentialing Verification Office (CVO) receives the application and required paperwork the CVO will initiate the verification process. An expedited verification process will be performed to primary source verify the documentation. At a minimum, there must be primary source verification of:
    - a. Current and unrestricted New Mexico medical licensure without current or previously successful challenge;
    - b. Relevant training or experience;
    - c. Recent clinical practice relevant to the requested privileges (within six (6) months of the date of application), and ability to perform the requested privileges;
    - d. No involuntary limitation, reduction, denial, or loss of clinical privileges at another organization; and
    - e. National Practitioner Data Bank results obtained and evaluated.
  - 3. Results of said verifications will then be forwarded to the UNMMG Credentialing Office to complete the process.
  - 4. UNMMG Credentialing Office will ensure the application is a "clean" application awaiting Credentialing Work Group approval.

5. Once UNMMG Credentialing Office has a clean file, they will forward through the review and approval process as follows:
  - a. Chair of the Credentialing Work Group or designee will review and approve;
  - b. Two (2) voting members of the Practice Oversight Committee will review and approve; and
  - c. Final approval of Temporary Privileges will be granted by the UNMMG Group Chief Executive Officer (CEO) or designee.
- B. Upon final approval and the obtaining of all signatures on the Temporary Privilege Request Form, the Credentialing Specialist will:
  1. Update Cactus fields, to include: (Notify CVO to add to Cactus) Status - "Temporary - UNMMG From - "date of approval";
  2. Ensure the Provider is listed on the next Credentialing Work Group agenda; and
  3. Follow the regular process for Board approval, updating of Cactus as per any new appointment.

**EXHIBIT A**  
**UNM MEDICAL GROUP INC.**  
**TEMPORARY PRIVILEGES REQUEST FORM**

**Provider's Name:** \_\_\_\_\_

**REASON FOR REQUEST:**

An applicant with a completed application without identified issues, with temporary privileging requested to provide clinical care for a specified period of time due to urgent clinical need as identified by the UNMMG clinic, while undergoing the standard appointment process.

**The Medical Director must submit to the UNMMG Credentialing Office a written request for granting temporary privileges to the above practitioner.**

\_\_\_\_\_  
*Medical Director Signature*                      *Printed Name*                      *Clinic*                      *Date*

(Written request is attached)

**UNMMG TEMPORARY PRIVILEGES/ REVIEW COMMITTEE APPROVAL:**

\_\_\_\_\_  
*Credentialing Work Group Chair/Designee Signature*                      *Printed Name*                      *Date*

\_\_\_\_\_  
*Practice Oversight Committee Member/Designee Signature*                      *Printed Name*                      *Date*

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*Practice Oversight Committee/Designee Signature*                      *Printed Name*                      *Date*

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UNMMG Chief Executive Officer/Designee Signature

Printed Name

Date

***This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.***

*UNM Medical Group, Inc., is a part of an association of healthcare providers established by the UNM Health Sciences Center Board of Directors under and pursuant to the provisions of the Review Organization Immunity Act, Section 41-9-1 et seq., NMSA 1978 ("ROIA"). The information and materials identified in this document were prepared for the purposes of peer review as described and defined in ROIA and are, therefore, confidential and not to be disclosed except as provided in ROIA.*