

Title: Licensure and Insurance Expiration

Reviewed:

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Revised: 08/13/19

I. POLICY:

All East Jefferson General Hospital (EJGH) Medical Staff (MS) and Advanced Practice Professional (APP) members must maintain current licensure and malpractice insurance at all times. Members must notify the Medical Staff Office of any changes to licensure or malpractice policy such as, termination, suspension, limitation, expiration, etc.

II. DEPARTMENTS AFFECTED:

Medical Staff, Allied Health, All Clinical Departments, Pharmacy, Physician Support (IT)

III. DEFINITIONS:

Medical Staff Categories

Active and Courtesy: Members who have inpatient hospital privileges.

Affiliate Members: Members who **DONOT** have inpatient hospital privileges.

Allied Health Professional Categories

Advanced Practice Professional (APP): APP member who collaborates with or who is sponsored by an Active/Courtesy Medical Staff member.

Allied Health Affiliate Members: APP members who **DO NOT** have inpatient hospital privileges.

IV. PROCEDURE:

- A. It is the member's responsibility to forward a copy of current licensure or certificate of insurance to the Medical Staff Office no later than 4:00 pm on the date of expiration. If licensure or malpractice insurance is scheduled to expire during the weekend or a holiday, then the MS or APP member must forward a current copy of the licensure or certificate of insurance to the Medical Staff Office by 4:00 pm of the last business day before the scheduled expiration.
- B. The Medical Staff Office maintains current copies of all MS and APP licensure as it applies to the member's scope of practice.
- C. Thirty (30) days prior to licensure or malpractice insurance expiration, the Medical Staff Office Representative will send a reminder notice to the MS or APP member.
- D. If a current copy of the licensure or certificate of insurance is not received in the Medical Staff Office by the expiration date, the Member will automatically be suspended at the end of the business day.
 1. Medical License and Malpractice Insurance suspensions
 - a) All hospital privileges and/or membership will be suspended.
 - b) Active and Courtesy Medical Staff members must notify the Medical Staff Office of who their covering Physician will be. The covering Physician must

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be an Active or Courtesy member of the EJGH Medical Staff. He/she must be approved for the same type of privileges as the suspended Physician.

- c) Allied Health Professional members' privileges will be suspended until current copy of licensure or malpractice insurance is received.
- d) Physician Support (IT) will deactivate the MS or APP access to Powerchart (COMPAS) upon notice of suspension.

2. Controlled Substances or DEA Registration suspensions

- a) All privileges to prescribe controlled substances are suspended.
- b) Active and Courtesy Medical Staff members must notify the Medical Staff Office of who their covering Physician will be. The covering Physician must be an Active or Courtesy member of the EJGH Medical Staff with an active CDS or DEA license. If the suspended MS member is a Sponsoring Physician to an APP the APP is not allowed to prescribe controlled substances on behalf of the Sponsoring Physician.

- E. The Medical Staff Office will notify the MS or APP member in writing regarding the loss of his/her membership and/or privileges.
- F. Regardless if written notice of the suspension or termination of privileges or membership is provided to the practitioner, the absence of licensure or professional liability insurance, upon the expiration of licensure automatically suspends the practitioner's affected MS/APP privileges.
- G. The Medical Staff Office will notify appropriate departments of such suspensions.
- H. Failure to resolve the suspension within 90 days will result in an automatic voluntary resignation of membership and/or privileges.

V. RESPONSIBILITY:

Questions concerning this policy and recommended revisions shall be directed to the Medical Staff Credentialing Supervisor, Hospital Medical Director, or designee.

VI. REFERENCES:

Malpractice Coverage Policy MS-4

For further clarification of Medical Staff Categories, please reference the Medical Staff Bylaws and Rules & Regulations.

Reviewed and approved by the Medical Executive Committee on 05/10/16.