

Guidelines on Applications for Hospital Medical Staff Privileges

Selection of medical staff in hospitals must be based on merit and need. MSMS affirms that it is opposed to any discrimination based on race, color, creed, sex or age in the selection of physicians for a hospital medical staff.

Applications for hospital medical staff privileges shall be considered and processed promptly and expeditiously, within a time limit specified in the hospital medical staff bylaws, and which should in no instance be more than six (6) months after the completion of the application.

The application form or a cover letter should inform the applicant that he or she has the right to inquire about the status of the application. It should also include the office and phone number to which inquiries should be directed. The applicant should be given, or upon inquiry should be able to obtain, progress reports on his/her application.

For example:

“Incomplete -- one letter of recommendation not yet received.”

“Verification of your Fellowship at _____ University not yet received.

The applicant should be notified promptly regarding final disposition. If the applicant is accepted, the hospital must state when the appointment takes effect. If the applicant is not accepted, the hospital should be encouraged to give the reasons. If an applicant is deemed acceptable and qualified but denial is based on need, then the hospital should place the application on file for at least two years, however, the physician should notify the hospital annually whether or not he/she wants to keep the application active. This notification to the hospital each year should also include an update on any changed information for the application. The applicant should be so informed in the letter of denial.

After two (2) years, all those of equal qualifications who have reapplied should be considered according to the date of the completion of their original application.

(Prior to 1990)