

Policy: Orders from On-Staff and Non-Staff Practitioners

ORGANIZATIONAL: Affects two or more departments.							
Folder	Organizational Choices: Medical Staff			Sub-Folder (If Applicable)	Click here to enter text.		
Original Effective Date	2/1/1999	Scope	What departments does this policy apply to? State "All" as is may apply to the entire organization. All				
Approved (Approver/Date)	MDRC 6/8/17; Medical Executive Committee 6/27/17; Board of Directors 6/29/17						
Last Reviewed/ Revised Date	1/27/2020	OSHA Category (If Applicable)	Choose an item.	Standard (If Applicable)	CMS 482.23(c) (1), 482.54 (c)	Number of pages	9

PURPOSE:

To assure that orders are accepted only from appropriately licensed individuals and provide a mechanism for adding new practitioners to the appropriate directories.

GUIDELINES:

Patients admitted to the Hospital (inpatients and observation patients):

- Orders will only be accepted from members of the Medical Staff and Limited Health Practitioner – Advanced (LHP-A) Staff (see definitions, below)

Patients not admitted to the Hospital (outpatients):

- Therapeutic and diagnostic orders will be accepted from Medical Staff Members, LHP-As, and Affiliate Physicians in agreement with their privileges
- Only diagnostic orders (labs and imaging) and orders for rehab (physical therapy) services will be accepted from appropriately licensed Non-Staff Practitioners (see definitions, below)

DEFINITIONS:

Medical Staff Member and Limited Health Practitioner-Advanced:

- Physicians, Oral Surgeons, Dentists, Podiatrists, Advanced Practice Nurses, Licensed Physician Assistants, CRNAs, and others who are appointed to the Medical Staff or the Limited Health Practitioner-Advanced (LHP-A) Staff by the Board of Directors
- Listed in Health Professionals Listing (Physician Phone List) and in E>Priv, on the Compass
- These practitioners can order diagnostic and therapeutic measures according to their licensure and privileges

Affiliate Physicians:

- Physicians who have been granted limited outpatient therapeutic privileges or interpretive privileges by the Board of Directors
- Listed in the Health Professionals Listing (Physician Phone List) and in E>Priv, on the Compass
- These physicians can order diagnostic and therapeutic measures (i.e. chemotherapy, infusion therapy, etc.)/or provide interpretations (i.e. ultrasound, CT, nuclear medicine, radiographs, echocardiograms, EEG) according to their medical training and privileges

Residents and Fellows:

- Residents and fellows who have a contractual arrangement with Southeast Hospital and have been granted clinical privileges by the Board of Directors; do not hold appointment to the Medical Staff
- Listed in the Health Professionals Listing (Physician Phone List) and in E>Priv, on the Compass
- May order diagnostic and therapeutic measures with regard to their specific education, training, competence, and privileges

Non-Staff Practitioners:

- Practitioners who are not members of the Medical Staff, LHP-A Staff, or designated as Affiliate Physicians
- Listed in the Health Professionals Listing (Physician Phone List) and in E>Priv Non Staff Physicians link, on the Compass
- These practitioners can order diagnostic testing (labs and imaging) and rehab services (physical therapy) only

PROCEDURE:

When orders are received, staff will confirm whether or not the practitioner holds the appropriate privileges by accessing E>Priv, and/or the E>Priv Non Staff Physicians link, on the Compass. If the practitioner is not a member of the Medical Staff, LHP-A Staff, or an Affiliate Physician, only diagnostic, non-therapeutic tests (labs, imaging) or rehab (physical therapy) services may be carried out, after the following process is completed:

1. **If the ordering practitioner's name is not found during the registration process for outpatients**, complete the *Providers Not Found* form (**Appendix A**) and email to Medical Staff Services (MSS) Assistant and Manager (call ext. 5535 with questions). Provide as much information as is available (name, type of license, address, phone number, fax number, NPI number, the name of the patient referred, etc.).
2. MSS staff will verify the license, NPI number, and verify the practitioner is not on the Office of the Inspector General's list of excluded providers.
3. MSS staff will forward the *Providers Not Found* form (**Appendix A**) to Information Technology (IT), along with the *Provider Information Template* for Non-Staff Practitioners (**Appendix B**).

4. IT will assign a unique provider number and forward to MSS staff.
5. Orders for diagnostic labs and imaging, and/or physical therapy, may be accepted after steps 1-4 are completed.
6. Directory information will be maintained by MSS (E>Priv) and IT (Health Professionals Listing) to assure continued licensure and accurate contact information.

For Medical Staff, LHP-A Staff, and Affiliate Physicians who have been granted temporary privileges or final Board approval via the credentialing process, their authorized privileges and contact information will display in E>Priv. Upon temporary and/or final Board approval, the following process will be completed:

1. Upon approval and prior to practitioner orientation, MSS staff will complete the *Provider Information Template* for Medical Staff, LHP-A Staff, and Affiliate Physicians (**Appendix C**) and forward to IT.
2. IT will assign a unique provider number and forward to MSS staff.
3. Diagnostic and therapeutic orders for inpatients, observation patients, and outpatients may be accepted after steps 1-2 are completed.
4. Directory information will be maintained by Medical Staff Services (E>Priv) and IT (Health Professionals Listing) to assure continued licensure and accurate contact information.

REFERENCES:

CMS Interpretive Guidelines for Hospitals 482.23(c) (1); 482.54 (c) Accessed January 27, 2020

Attachments: (Label as Appendix A, B, C, etc.)

- **Appendix A:** Providers Not Found form
- **Appendix B:** Provider Information Template for Non-Staff Practitioners
- **Appendix C:** Provider Information Template for Medical Staff, LHP-A Staff, and Affiliate Physicians

APPENDIX A – Providers Not Found



Southeast Hospital

PROVIDERS NOT FOUND

Orders from On-Staff and Non-Staff Practitioners

INITIAL PATIENT REGISTRATION

(location where lab sample was collected, written order was received, etc.)

- 1. Location: _____

- 2. Contact *(Who registered the patient?)*: _____
 - a. Telephone Number: _____

- 3. Encounter: _____

- 4. Encounter Date: _____

- 5. ECD Number: _____

ORDERING PRACTITIONER INFORMATION

- 1. Provider *(required field)*: _____

<i>First Name</i>	<i>Middle Initial</i>	<i>Last Name</i>	<i>Credentials</i>
			<i>(MD, DO, DDS, DPM, PA, APRN, etc.)</i>

- 2. Telephone Number *(required field)*: _____

- 3. Fax Number *(required field)*: _____

- 4. Location *(required field)*: _____

<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip code</i>
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OTHER INFORMATION

(Please complete the information below if it was provided to you.)

- 1. License Number: _____

- 2. NPI: _____

- 3. DEA: _____

- 4. BNDD: _____

Provider Information Template

Add New Provider

Edit Existing Provider Information

Provider Name								
Last Name:				First Name:			Middle Name:	
Prefix:		Suffix:		Degree:	MD	Start Date:		
Health Professional Type:								
Adult Nurse Practitioner	Advance Practice Nurse – Board Certified			Case Manager		Certified Nurse Midwife		
Certified Registered Nurse Anesthetist	Chiropractor			Dental Surgeon		Dentist		
Doctor of Medicine	Doctor of Medicine & Philosophy			Doctor of Osteopathic Med		Fellow		
Intern	Licensed Practical Nurse			Nurse Practitioner		Occupational Therapist		
Occupational Therapy Assistant	Optometrist			Pharmacist		Physical Therapist		
Physical Therapist Assistant	Physician			Physician Assistant		Podiatrist		
Professional/Clinical Assistant	Psychologist			Registered Dietician		Registered Nurse		
Resident	Respiratory Therapist			Social Worker		Outpatient Ordering Only		
State Sanctioned:	Y	N	Federal Sanctioned:	Y	N	Acting as Locum Tenens:	Y N	
Specialty								
Specialty according to Taxonomy Code:				Taxonomy Code:				
ID Numbers								
National Provider Identifier:				License Number:				
Provider Information								
Gender:								
Contact Information								

Office Phone:		Fax:	
Preferred Mailing Address:			
Address:			
Address 2:		City:	
State:		Zip Code:	
Privileges			
Non-Staff Outpatient Ordering Only			
Status			
Non-Staff Outpatient Ordering Only			
Office Use Only			
SERVIR NUMBER:			

APPENDIX C – Provider Information Template for Medical Staff, LHP-A Staff, and Affiliate Physicians

Provider Information Template

Add New Provider

Edit Existing Provider Information

Provider Name			
Last Name:		First Name:	Middle Name:
Prefix:	Suffix:	Degree:	Start Date:
Health Professional Type:			
Adult Nurse Practitioner	Advance Practice Nurse – Board Certified	Case Manager	Certified Nurse Midwife
Certified Registered Nurse Anesthetist	Chiropractor	Dental Surgeon	Dentist
Doctor of Medicine	Doctor of Medicine & Philosophy	Doctor of Osteopathic Medicine	Fellow
Intern	Licensed Practical Nurse	Nurse Practitioner	Occupational Therapist
Occupational Therapy Assistant	Optometrist	Pharmacist	Physical Therapist
Physical Therapist Assistant	Physician	Physician Assistant	Podiatrist
Professional/Clinical Assistant	Psychologist	Registered Dietician	Registered Nurse
Resident	Respiratory Therapist	Social Worker	
State Sanctioned: Y N	Federal Sanctioned: Y N	Acting as Locum Tenens: Y N	
Specialty			
Specialty according to Taxonomy Code:		Taxonomy Code:	
ID Numbers			
Social Security Number:		Issued by Blue Cross:	
Issued by MO Medicaid:		Issued by State:	
Tax ID:		National Provider Identifier:	
UPIN:		License Number:	
Drug Enforcement Agency Number:		Medicare/HCFA Universal:	

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Orders from On-Staff and Non-Staff Practitioners
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Provider Information			
Social Security #:	Gender:	Birthdate:	Race:
Ethnicity:		Collaborating Physician (applies to LHP-A's only):	
Contact Information			
Office Phone:		Alternative Office Phone:	
Mobile Phone:		Pager:	
Fax:		Home Phone:	
Alternative Home Phone:			
Preferred Mailing Address:			
Address:			
Address 2:		City:	
State:	Zip Code:	County:	
E-mail Address:		Web site:	
Preferred spoken language:		Preferred written language:	
Group/Office Name:			
HPO Memberships and Plan Participation:			
Southeast Health		CC Homemaker	
Start Date		End Date	
Employed:	Y N Not Specified	On Staff:	Y N Not Specified
Record Status			
Added with Approval	Added without Approval	Approved and Complete	
Activate Date	Deactivate Date		
Privileges:			
Admitting	Attending	Consulting	Copy Results To
Ordering	Supervising	UR Coordinator	Referring
Start Date:			

Southeast Health Encounter Provider			
S Breast Care Diag Ctr	S Imaging	S Ultrasound	S Lab Services
S CVC EKG Stress	S CVC Nuc Medicine	S MOB Imaging	S MRI MOB
S Plaza Primary Care	S Vascular Lab	S Outreach Lab	S Clin Lab W Campus
S CT Scan W Campus	S Imaging WC	S MRI West Campus	S Digestive Health
S PET Scan	S Plaza PrimCareWest	S Ultrasound WC	S Ancillary
S CT Scan	S CV Diagnostics	S Diet Education	S Interventional Rad
S Home Care Services	S Maternal Fetal Med	S MRI	S Neurophysiology
S Nuclear Medicine	S Nursery	S Pre Admission Test	S Pulmonary Function
S Sleep Lab	S Infusion Serv	S Oncology	S Radiation Therapy
S Diabetes Center	S HealthPoint Rehab	S Building Blocks	S Home Health Svcs
S Hospice	S Peds Clinic	S Wound Care	S Cancer Center
S Cardiac Pulm Rehab	S Clinic	S Infectious Disease	S Observation
S Pain Clinic	S Emergency Dept	S Inpatient	S IRF
S Psych	S Same Day Other Svc	S Cath Lab	S Speech Therapy
S Same Day Surgery	S Surgery	S PTED	S IRF
S Occupational Ther	S Physical Therapy	S ReOTPT	
Department			
Medical	Radiology	Surgical	Nursery
Pediatric	Psychiatric		
Status			
Active	Resident	Affiliate	
Office Use Only			
Servir Number Assigned:		AD Username	

Orders from On-Staff and Non-Staff Practitioners
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