Electronic Reappointment Process

If you have any questions, please contact the URMC CVO at:

Email:  MedicalStaffOffice2@urmc.rochester.edu
Phone:  (585)784-8822
Fax:  (585)784-8367

For assistance in filling out your electronic application, the URMC CVO will be glad to help you on one of our office computers – please call (585)784-8822 to schedule an appointment.

System Requirements:
PC:  Windows 7, 8 or 10; Internet Explorer 11, Chrome
MAC:  OS X; Chrome, Safari
We do not support tablets or smartphones at this time.

REAPPOINTMENT PROCESS:

Getting Started: Accessing your Credentialing Provider Home Page

An email notification will be sent out 6 months before your current reappointment ends.

You then have 30 days to submit your electronic application, release and request privileges.

Email notification:
From:   Medical Staff Office2@urmc.rochester.edu
Subject line:   ATTENTION REQUIRED: Application for Med Staff Reappointment due within 30 days
Message:   Attention <Full Name>:
This is your notice to submit your electronic application/reappointment packet through the URMC CVO within 30 days of this notice …

• Click on Your Home Page link in the email
• When prompted, enter:
  Email Address:   enter the email address that the reappointment notification was sent to
  Password:   enter your Provider Home Page password (from last time you completed your appt/reappt)
To have a new password emailed, click on “Forgot your password”
Once you logon, you can change the password by clicking on the “Change Password” link (on the left)

Step 1: Submit your Consent to Release
• On your home page, click on the Reappointment link (on the left)
• Click on the Release link
If you have problems at this point, please call the URMC CVO for assistance.

Submit & Sign
• Go to last page and click on the “Submit” button once and wait for the next window to open
• Answer two security questions: home zip code (5 digits) and birthdate (mm/dd/yyyy) & click on “Continue”
• Click on the “Sign” button at the top of the next window
• If a pop-up box displays asking if you want to close this window, click the “Yes” button
You will be back on the Application page and you can see that your Release has been “Processed”.

To print a copy, click on the Print link, press Ctrl+p & follow the prompts.
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Step 2: Submit your Reappointment Application

Complete your Application

- On your home page, click on Reappointment link. (on the left)
- Click on Reappointment Packet link to open your application.

Helpful hints for navigating around your application:

Highlight fields ............................................................ click on the "Highlight Field" button (in upper right corner)
Move to another page .............................................. press the ‘Page Down’ or ‘Page Up’ key
Move from one field to another ................................. press the ‘Tab’ key
To edit a field ............................................................. click with your mouse in that field and start typing
Save your application and edit later ....................... click on the “Save & Close” button
⇒ This is highly recommended if you need to step away from the computer for any length of time. If your computer times-out, any information entered since the last save would be lost.

Exit the document without saving .......................... click on the “X” in upper right corner of the window

- Review the information on your application. Please update information that has changed in the past 24 months (ex: new address, new boards, completed a new fellowship). No need to fill in blank fields (unless they are outlined in red); we already have your information.
- Provide professional references on page 6 and required questions on pages 3, 7-11, 13 (outlined in red).

Submit & Electronically Sign

- Go to last page of form and Submit & Sign as in Step 1
  
  If there are incomplete items, a list will pop up. Complete the items, then submit again.
  
  After submitting, you are not able to edit the form. For further changes, call (585)784-8822.

Your Application is now “Submitted”. To print a copy, click on the Print link, press Ctrl+p & follow prompts.

Step 3: Request Privileges (for each facility that you are requesting privileges for)

If affiliated with SMH / HH / FFTH / EDC / SJMH:

- On your home page, click on the Privileges link (on the left).
- Click on your specific privilege form(s) link. Call (585)784-8822 if your form is not listed.

If unable to click on the privilege form link, it may be your pop-up blocker. Instructions for how to disable your pop-up blocker can be found at the top of the privileges request page.

- Select your privileges.
- Go to last page of form and Submit & Sign as in Step 1

Your Privileges are now “Requested”. To print a copy, click on the Privilege form link, press Ctrl+p & follow prompts.

For all other facilities:

- A credentialing specialist will contact you with instructions to request privileges.

Step 4: Other Items

☐ If Physician, Dentist, NP, PA, CRNA or CNM at SMH and/or HH, complete Online Patient Safety Survey as required by URMC (link to survey is on your home page.)

Note: If Health Assessment, PPD or Infection Control are expired, a credentialing specialist will contact you.

✔ Final Check

To complete the electronic reappointment process:

Within 30 days of receiving the email notification, you need to:

☐ Electronically submit your Consent to Release
☐ Electronically submit Application
☐ For SMH/HH/FFTH/EDC/SJMH, electronically request your Privileges
  
  For all other facilities, a credentialing specialist will contact you with instructions

Within the next 30 days:

☐ If Physician, Dentist, NP, PA, CRNA or CNM at SMH/HH, complete required Online Patient Safety Survey