

WEST JEFFERSON SURGERY CENTER
Marrero, Louisiana
PRIVILEGES REQUEST FORM FOR OTOLARYNGOLOGY

To be eligible to request clinical privileges for otolaryngology, a practitioner must meet the following minimum threshold criteria:

1. *Education:* M.D. or D.O.
2. *Minimum formal training:* The applicant must be able to demonstrate successful completion of an approved residency training program in otolaryngology.
3. *Experience:* The applicant must demonstrate that he or she has provided inpatient services or performed surgery for at least 50 patients during the past 12 months in areas such as head and neck, otologic, plastic, reconstructive, and general surgery.
4. *References:* A letter of reference must come from the person responsible for the applicant's fellowship training or the department chief of a hospital the applicant has been affiliated with for the last two years. Two other letters must come from a primary care physician and an otolaryngologist who are acquainted with the applicant's current professional status, medical practice, and involvement in the field of otolaryngology.

If you meet the above criteria, you may request privileges as specified below.

I hereby request core otolaryngology privileges as follows: Privileges include admission, workup, diagnosis, and provision of nonsurgical and surgical care to patients of all ages presenting with illnesses, injuries, and disorders of the head and neck affecting the ears, facial skeleton, and respiratory and upper alimentary system. These privileges include surgery involving temporal bone, nasal and paranasal sinus, skull-base, maxillofacial, esthetic, plastic, reconstructive, thyroid, parathyroid, pituitary, salivary glands, and lymphatic tissue of the head and neck. These privileges do not include any of the following special requests.

For each special request, the applicant must meet minimum threshold criteria. Special requests for otolaryngology include:

- sinus endoscopy
- use of the laser

I understand that in making this request I am bound by the applicable bylaws or policies of the center and hereby stipulate that I meet the minimum threshold criteria for this request.

Physician's name

Typed or printed name

Date

Approved: 1/97

"In general, core privileges consist of those areas listed above. The medical staff may modify or limit the privileges granted."

WEST JEFFERSON SURGERY CENTER
MARRERO, LOUISIANA

GENERAL PRIVILEGES FOR PHYSICIAN APPOINTEES

All physician appointees of the Medical Staff are automatically granted privileges to:

1. Admit patients;
 2. Perform histories and physicals;
 3. Order diagnostic and therapeutic services;
 4. Make referrals and request consultations;
 5. Provide consultations within the scope of his or her privileges;
 6. Use all skills normally learned during medical school or residency; and
 7. Render any care in a life-threatening emergency.
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Exceptions

- Emergency physicians may not admit or write orders for care in the special care units. These activities must be performed by physicians with such privileges.
- Pathologists may not admit on an inpatient basis or provide emergency room coverage.
- See the special conditions for dentists and podiatrists section in the general policy for delineation of clinical privileges.

WEST JEFFERSON SURGERY CENTER
MARRERO, LOUISIANA

PRIVILEGES DELINEATION OVERVIEW

The following are the primary goals of West Jefferson Surgery Center's privilege delineation process.

1. Assure maximum objectivity in the granting of clinical privileges
2. Avoid, where possible, the use of long laundry lists of diagnoses that require constant updating and redrafting. These lists are, in many disciplines, difficult to monitor and are not generally thought to be realistic.
3. Grant privileges commensurate with education, residency, training, and experience.
4. Ensure, to the extent possible, that patients are cared for by individuals who possess the highest degree of competency.

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MARRERO, LOUISIANA

**INSTRUCTIONS FOR THE APPLICANT REGARDING THE COMPLETION OF THE PRIVILEGES
REQUEST FORMS**

West Jefferson Surgery Center's Medical Staff is divided into departments. Requests for privileges are reviewed by the applicable Department Chair. You must use the privileges request forms to document your requests and to provide additional information for the Center to use.

Please note the following when completing our privileges request forms:

1. Most Medical Staff appointees are automatically granted general privileges (See *General Privileges for Physician Appointees*). You must, however, specify any additional privileges you desire by completing the appropriate forms.

Note: This privileges delineation packet does not include every possible situation, diagnosis, or surgical procedure.

2. You are expected to practice within the bounds of your training and competence, and you should not attempt to treat those complicated cases for which there are individuals on this staff with higher levels of skill or training.
3. Newly developed or experimental treatment modalities not included herein must be cleared by the appropriate department chair prior to their performance.
4. Please become familiar with the capabilities and limitations of this facility, and do not attempt to treat conditions that require specialty care in other practice settings.
5. Ordinarily, applicants are given privileges request forms that correspond to their specialty or area of interest. If you desire privileges in more than one clinical field, such as medicine, pediatrics, and surgery, and do not find the forms necessary to document your request, please request assistance from the Credentials Coordinator or Administrative representative.
6. When questions require information concerning the number of times you have performed a procedure, you may generalize (e.g., 10-20, greater than 20).

Note: The Center seeks general, not specific information, unless your overall volume is low. You are not expected to have performed every type of procedure.