

# Centralized Verification Office Workflow



Provider Information Form (PIF) is submitted to the Medical Staff Services Office from an onboarding group or department on behalf of the provider.



PIF is received by the Medical Staff Services Office and assigned to an Intake Team Coordinator.



Intake Team **Partner** contacts the provider, sends application link, and supporting documents



Provider completes electronic application and submits all required documents within **10 DAYS**



Department chief and stakeholders review and approve



Medical Staff Specialist electronically forwards to Chief for review, approval, and signature.



Complete packet is submitted to Payer Enrollment team for both government and managed care enrollment.



Hospital Privileging Specialist facilitates primary source verification, research and due diligence. **Partners** with provider and stakeholder regarding status updates until file is complete. **Forwards to Facility Specialist.**



Intake Team Lead reviews file to ensure all documentation is accurate and forwards to payer enrollment and privileging department .



Facility specialist activates temporary privileges (when applicable). Forwards to appropriate committees.



Reviewed and approved by appropriate governing bodies. **Full privileges granted.**

