

Credentialing Paperwork?

Wouldn't you rather spend those hours on patient care?

Medical
Staff
Professional
Services

There's no need to spend hours, days, or even weeks of your own time struggling through the complicated task of registering, applying and credentialing with hospitals where you maintain membership and privileges, or the carriers you bill for services rendered.

Rockford Orthopedic now offers comprehensive credentialing and medical staff services for Physicians, Allied Health Providers, and Medical Groups. Our fully certified staff offers the experience and ability to process these requirements for you quickly and painlessly.

Services

- Completion of hospital initial appointment/reappointment applications
- Completion of Health Plan credentialing applications
- Completion of malpractice applications/renewals
- Completion of Medicare/Medicaid applications
- Completion of licensure applications, initial and renewals (state license, state controlled sub, DEA)
- Completion and submission of State **mandated** "update" forms
- Completion of NPI application and maintenance
- Assist with MOC (Board Specialty "Maintenance of Certification" application completion, obtaining and preparing surgical case data for submission to the specialty boards
- Completion of hospital initial appointment/reappointment applications
- Track and maintain CME hours
- Ongoing maintenance of Curriculum Vitae
- Track and maintain immunization records as required for hospital staff membership and privileging (i.e. TB)
- Prepare / submit additional privilege requests to hospital medical staff offices
- Assist with completion of necessary paperwork for students/residents/fellows to complete clinical rotations
- Provide assistance with corporate governance
- Administrative duties as requested

Medical Staff Professionals (MSPs) are increasingly recognized as the experts in credentialing & privileging

The Medical Staff Services Team provides physicians with comprehensive credentialing, medical staff management services for all hospitals and insurance carriers and networks practice requirements. These include CAQH, Medicare, Medicaid, Blue Cross Blue Shield, commercial carriers, DMERC carriers, Workmans' Compensation carriers, etc. Our staff files and follows up on all applications in a timely fashion to insure that the process continues without delay.

By administering rules and regulations, ensuring accreditation compliance, and by providing a wide range of support to physicians and physician assistants, the Medical Staff Services Team helps promote quality and efficiency of health care.

For more information about medical staff professional services call 815.381.7339

Rockford Orthopedic Associates
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Melissa Bourgard, CPCS, CPMSM

- ▶ Certified Provider Credentialing Specialist
- ▶ Certified Professional in Medical Staff Management

- 3 1/2 years local orthopedic practice and surgery center
 - Manager of Medical Staff Services (Credentialing/risk mgmt./corp. governance)
- 4 1/2 years local anesthesia practice and surgery center
 - Credentialing Coordinator
- 2 years medical staff office & physician office credentialing/PPO health plan
 - Medical Staff Office Coordinator (Hospital/Clinic/HealthPlan "system")
- 5 years managed care
 - Provider Relations Administrative Assistance/Credentialing Specialist