

MPA Faculty Appointment Checklist

Revised April 2006

Determine if faculty will be a member of the MPA

- 1.0 FTE
- Will be providing direct patient care with revenue generated through MPA or through a contracting facility.

For all New MPA eligible Provider Hires:

Notify MPA HR Manager of new faculty hire, provide copies of the following information as soon as possible:

- Current CV
- Signed Offer Letter and Acceptance letter
- All State Licenses (please indicate whether the Kansas license is in force at time of hire.)
- DEA
- Board Certificates/Specialty Certificates
- Medical Degree
- Certificates of Completion of Internships, Residencies, and Fellowships
- ECFMG (when applicable)
- Place of Birth if not born in US

If Provider will be generating revenue through facility contract situations, in addition to information provided above, the MPA will need:

- A copy of the signed contract for services and salary worksheet will be required for the provider employment file.
- Signed and completed application for professional liability through KaMMCO/Health Care Stabilization fund.
 - To ensure eligibility for billing, all malpractice insurance information must be submitted at least 90 days prior to start date or billing may be delayed.

If Provider will be generating revenue through direct billing through MPA Accounts Receivable, then the following information will be required, in addition to information provided above, for credentialing purposes.

- Completed General Application for Credentialing purposes
- Signed application for professional liability through Health Care Stabilization fund.
 - To ensure eligibility for billing, all malpractice insurance information must be submitted at least 90 days prior to start date or billing may be delayed.

For all providers, an orientation time for the MPA Human Resources Manager must be arranged to review all necessary new hire paperwork and review of benefits. This should happen preferable prior to the start date.