

## Annual Update Screening Applicants:

Once you have resubmitted your online application, a follow up email will be sent with additional instructions. **All requirements must be completed before your expiration date or your privileges will be deactivated.** Once deactivated, you will have to go through the initial credentialing process as a new AHC (including physical, background, \$150 fee, et cet.) in order to be re-established.

The following testing and documents will be assigned to your online account and you will complete them on the application website:

- Joint Commission mandatory testing (2 tests to be completed)
- Certification of HIPPA Training
- Submit Documentation Guidelines (For: Clinical Research Assistant – RN, LPN, RN, Rounding Assnt, US Tech, Pathology Asst, Scribe, Ortho Cast Tech)
- Submit Fact Sheet – Fire Safety (**For Surgical Personnel only**)
- **PRINT** the attachment for print packet (**attached documents must be completed and turned in**)
- AHC Information Form – This form is what will be used to update your information into Iprivileges when you clear the process. Please fill out as **accurately and completely** as possible.
- Methodist Policy Acknowledgement Forms – Unique to job title

Additional requirements you will need to turn in:

- Application fee - \$100 (check or money order made out to: Methodist Le Bonheur Healthcare)
- Annual TB Test
- Updated licenses/Certifications/CPR card if expired
- All Documents included in Print Packet (including job description, competency record, annual performance review)

You will be emailed a confirmation once all requirements have been completed.