



MEMORIAL REGIONAL HOSPITAL • MEMORIAL REGIONAL HOSPITAL SOUTH • JOE DIMAGGIO CHILDREN'S HOSPITAL
MEMORIAL HOSPITAL WEST • MEMORIAL HOSPITAL MIRAMAR • MEMORIAL HOSPITAL PEMBROKE

Thank you for your interest in the Memorial Healthcare System.

Memorial's dedicated Credentialing Verification Office (CVO) performs credentialing functions for its affiliated hospitals. To begin your credentials process, complete the **Application Request** that follows and **return via email to MHSCVO@mhs.net or fax to 954-965-6468.**

You will receive an email with a link to our electronic Practitioner Portal within 3-5 business days from receipt of your completed application request.

The credentialing process takes between 60-90 days from receipt of a completed application and may vary depending on how promptly sources respond to our queries and request for information.

Applicants can help expedite the application process by including all relevant materials with their application. Supporting documentation may be uploaded via the application portal or email correspondence with your assigned CVO Credentialing Coordinator. If applicable, we will email you a deficiency letter shortly after receiving your application. Please direct questions to your assigned Credentialing Coordinator; e-mail contact is more efficient and preferred. You may also contact the CVO Office at 954-844-4430. We process applications, mail, e-mails, and telephone calls in date order.

You may visit our Credentialing and Privileging website at [Credentialing and Privileging \(mhs.net\)](#) for FAQ's and links to the Medical Staff Bylaws, Rules and Regulations, and Policies and Procedures documents. To ensure you meet minimum criteria for membership and privileges, view these documents prior to submitting an application request.

Important membership and criteria information can be found regarding:

- Categories of the Medical Staff –Bylaws, page 14
- Qualifications for Membership – Bylaws, page 20
- New Applicants for Admitting Privileges – Rules and Regulations, page 7
- Residence, Primary Office Location, and Communication Requirements – Policies and Procedures, page 59
- Physician Board Certification – Rules and Regulations, page 4
- AHP/APP Board Certification – Rules and Regulations, page 25
- AHP/APP Physician Sponsorship/Supervision – Bylaws, page 17
- Crew Resource Management – Rules and Regulations, page 25

Application fees: Credentialing application fees are required at initial appointment, or for current members adding an MHS Facility. Application fees are \$500.00 for the first hospital and \$250.00 for each additional hospital. Credit cards are not accepted. Checks should be made payable to **Memorial Healthcare System Medical Affairs** and mailed to:

MHS Med Staff
PO Box 749418
Atlanta, GA 30374-9418

