

December 29, 2014

Dear Applicant:

As of January 1, 2015, Cabell Huntington Hospital is streamlining the approval system for granting ancillary privileges of non-employees. These privileges include:

- Audiologist
- Dental Assistant
- Private First Assistant
- Professional Educator and Employees of Outside Agencies
- Social Work/Counselor/Rehabilitation Counselor
- Clinical Instructor
- Hospice Nurse
- Private Scrub Nurse
- Research Assistant/Study Coordinator
- Stand-Alone

CHHI uses a comprehensive vendor compliance program to improve safety for our staff, patients, visitors, volunteers and vendors. This program assists by managing mandatory and recommended policies of The Joint Commission and other regulatory agencies. We utilize Vendor Credentialing Service (VCS) to help meet our compliance goals.

The steps are as follows for initial request of privileges:

- Email letter of need on company letterhead signed by supervising physician to [Ancillary.Privileges@chhi.org](mailto:Ancillary.Privileges@chhi.org).
- You will receive an email of approval or denial for registration.
- If approved, an account will be established for you.
- Follow the link in the VCS generated email and complete the requirements prior to entering the hospital.
- Once approved, sign in at kiosk when entering the hospital, print and wear badge.
- When exiting the hospital, sign out at the kiosk and discard badge.

VCS was selected for its thoroughness, ease of use, numerous credentialing levels and consideration of our applicant's participation expenses. Registration requires a minimal annual fee. Email alerts will be sent to you before any of your credentials expire. Additionally, your credentials can be accessed via the Internet, eliminating the need to physically carry credentials. Once you have initial privileges, you will renew through VCS annually.

If you have any questions about registration, please visit VCS website, contact VCS by phone (281.863.9500) or email ([Support@VCSdatabase.com](mailto:Support@VCSdatabase.com)). We will monitor who has registered as well as the status of your credentialing process. Email reminders will be sent if you fail to register or do not complete your requirements in a timely manner. It is required that all successfully register and complete the approval process to be granted privileges. Failure to comply with requirements will result in the revocation of current privileges at facility or denial for initial privileges.

It is the applicant's responsibility to ensure all information has been received and received in a timely manner.

We thank you in advance for your support of and adherence to our program and appreciate your understanding as we transition.

Sincerely,



Kimberly Mallory  
Chair of Hospital (Ancillary) Credentialing Committee  
Cabell Huntington Hospital, Inc.