

TACONIC IPA, INC. (“TIPA”)

PARTICIPATING PHYSICIAN APPLICATION PROCEDURES

1. A physician who wishes to be considered for participation in TIPA (an “Applicant”) shall submit an application in the form prescribed by TIPA (an “Application”).
2. If an applicant meets the Admission Criteria for participation, his or her completed and executed Application shall be filed with TIPA’s Credentialing Committee (the “Credentialing Committee”). No Application shall be acted upon unless and until it is deemed complete by the Credentialing Committee. A complete Application shall include an attestation by the Applicant as to the correctness and completeness of the Application and the submission of any and all information and documentation requested by the Credentialing Committee for an adequate assessment of the Applicant’s candidacy.
3. Applications which are deemed incomplete shall be returned to the Applicant with a notice to resubmit the Application (“Notice to Resubmit”). Re-submissions must be received by TIPA within thirty-five (35) days from the physician’s receipt of the Notice to Resubmit. If re-submission does not occur in accordance with the foregoing, the application process will be deemed closed.
4. Once an Application is deemed complete, the Credentialing Committee shall undertake an examination which shall consist of: (a) verification from primary sources or otherwise of the information set forth in the Application and any and all documentation submitted therewith; (b) an audit of a sample of the medical records maintained by the Applicant, as determined by the Credentialing Committee; (c) a review of information concerning the Applicant obtained from the National Practitioner Data Bank and/or similar authorities; and (d) the written findings the Chairman of the Credentialing Committee, who may, at his or her discretion, review the Applicant’s Application and/or interview the Applicant for the purpose of ensuring compliance with all Admission Criteria, and provide his or her findings to the Credentialing Committee.
5. Following its examination, the Credentialing Committee shall make a determination concerning the Applicant and shall notify the Applicant, in writing, of its decision (“Notice of Decision”).
6. During the pendency of the Application, and all times prior to receipt of the Notice of Decision, the Applicant shall promptly advise TIPA of any information that arises that was not contained in his or her initial Application, such as new malpractice claims or actions, investigations or decisions of the OPMC, changes in the members of a group practice, or other information.
7. If the Applicant is accepted as a Participant of TIPA, the Applicant’s Participating Physician Agreement shall be executed by TIPA within thirty (30) days of the Applicant’s receipt of the Notice of Decision. The Applicant must also confirm, in writing, that all information contained in his or her Application remains true and correct.

Adopted by Taconic IPA Board – April 10, 2003

8. Absent exigent circumstances, there shall be a three (3) year waiting period before any Participating Physician who voluntarily resigns from TIPA or whose Participating Physician Agreement is terminated or not renewed may re-apply for participation; this provision shall not, however, apply to a Participating Physician who moves out of the TIPA service area.
9. A Participating Physician may be granted a leave of absence in extenuating professional or personal circumstances. Circumstances warranting a leave of absence might include illness, disability, or the pursuit of further training. Application for such a leave shall be made, in writing, to TIPA's Credentialing Committee, who may grant or reject such leave, within its sole discretion.
10. Nothing contained in the foregoing shall be construed to require TIPA to accept any particular Applicant.