

APP Employment Checklist

COMPLETED

1	APP's Degree or Certificate of Education reviewed and verified	
2	APP's State Licensure verified	
3	Medicare enrollment through Provider Employment, Chain, and Ownership System completed including Benefit Reassignment	
4	Prescribing privileges obtained from proper authorities	
5	Hospital privileges obtained for each applicable hospital	
6	Provider agreements with commercial insurers completed and signed	
7	Employment agreement negotiated and executed	
8	Memorandum of understanding on supervisory relationship reviewed and signed between supervisory physician and APP	
9	Rules pertaining to "incident to" billing reviewed with APP and supervising physicians	
10	State scope of practice regulations reviewed	
11	Announcement of employment provided to all referring physicians	
12	Verification of professional liability coverage	
13	Development of urology-specific training program and goals	
14	Discussion on how physicians and staff will address APPs in the office (first name, prefix, etc)	
15	Discussion on how patients will be introduced to APPs (Mr. Smith; our NP, Mr. Smith; etc)	



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