

The Southeast Permanente Medical Group, Inc.

ASSOCIATE PRACTITIONER FACT SHEET
- For License and Hospital Application Information-

Obtaining a Georgia License Application	For questions regarding completion of your application, contact the licensing entity at the number(s) listed below:	For questions related to KP policies and procedures regarding license requirements, contact:
Type of License		
Professional Counselors/Social Workers/Marriage and Family Therapists <ul style="list-style-type: none"> If issued by endorsement, can be issued monthly 	Georgia Composite State Board of Professional Counselors, Social Workers and Marriage and Family Therapists 478.207.1670 (p) 478.207.1676 (f)	Chip Drake, CPCS Credentialing Services Chip.drake@kp.org 404.364.4757 (p) 404.364.4732 (f)
Psychologists <ul style="list-style-type: none"> No special instructions available 	Georgia Board of Psychology 478.207.1670 (p) 478.207.1676 (f)	
Clinical Nurse Specialists* <ul style="list-style-type: none"> Reciprocation with RN License Takes 3-4 weeks and must include separate questionnaire for advanced practice Masters in Psychology, Mental Health or American Nurses Association Certification required 	Georgia Board of Nursing 478.207.1640 (p) 478.207.1660 (f)	
Audiologist <ul style="list-style-type: none"> No special instructions available 	Georgia State Board of Examiners for Speech-Language Pathology and Audiology 478.207.2440 (p) 478.207.1354 (f)	
Nurse Practitioners* <ul style="list-style-type: none"> Reciprocation with RN License Takes 3-4 weeks and must include separate questionnaire for advanced practice Verification by National Certification for NP's 	Georgia Board of Nursing 478.207.2440 (p) 478.207.1354 (f)	
Certified Nurse Midwives* <ul style="list-style-type: none"> Must have valid RN license Must have certification from American College of Nurse Midwives Masters Degree 	Georgia Board of Nursing 478.207.2440 (p) 478.207.1354 (f)	Pamela Saulsbury, CPCS TSPMG HR Pamela.v.saulsbury@kp.org 404.467.6279 (p) 404.504.5687 (f)

*TSPMG also requires a copy of your letter from the State of Georgia allowing you to practice as a nurse specialist in your given area of expertise

NOTE: While some licensing entities issue temporary licenses, TSPMG does not honor temporary licenses

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HOW TO OBTAIN HOSPITAL PRIVILEGES

- **Note: Credentialing will be required for TSPMG employment as well as for obtaining Hospital Privileges. This will require completing duplicate forms for each hospital in which you must obtain privileges. We thank you in advance for your compliance with this process.**
- Upon accepting an offer from TSPMG, Pamela Saulsbury, CPCS will coordinate send you a **Pre-Application** from the hospital(s) designated by your Recruiter or Chief of Service.
- Complete the Pre-Application form and return it to Pamela Saulsbury at the address indicated in the right hand column below.
- The following documents will be required by the hospital:
 - Copy of current and valid Georgia medical/professional license
 - Copy of current CV
 - Copy of current CPR
 - Copy of Malpractice Face Sheet (provided by Kaiser Permanente upon employment)
 - Application Fee (paid by Kaiser Permanente via TSPMG Human Resources)
- Following completion of the Pre-Application process, you will receive a Georgia Uniform Application for appointment with any Hospital specific forms included. Upon completion of the entire application, return it to Pamela Saulsbury at the address indicated in the right hand column below.
- **TIP:** Do not hold hospital applications (or pre-applications) while waiting on your Georgia license. Simply put "applied for" so that the application process can begin.
- JCAHO accredited hospitals require primary source verification. If a Hospital is not getting a response from a former employer or other entity, you may need to notify that entity that they are delaying your employment process elsewhere.
- You are encouraged to maintain close contact with all parties to ensure your application is not delayed for any reason.
- It can take up to 3 - 4 months to obtain privileges, including temporary privileges (if applicable), at Atlanta hospitals and surgery centers.

Hospital Contacts		For assistance in completing any of these applications/forms, please contact:
Northside Hospital Medical Staff Office 1000 Johnson Ferry Road, NE Atlanta, Georgia 30342 Contact: <i>Lucia Borges</i> 404.851.6812	Piedmont Hospital Medical Staff Office 1968 Peachtree Road, NW Atlanta, Georgia 30309 Contact: <i>Joyce Washington</i> 404.605.1940	Pamela Saulsbury, CPCS TSPMG Human Resources 404.467.6279 (p) 404.504.5687 (f) pamela.v.saulsbury@kp.org
Eastside Medical Center Medical Staff Office 1700 Medical Way, Box 587 Snellville, Georgia 30078 Contact: <i>Barbara Clemens</i> 770.736.2514	Children's HealthCare of Atlanta Medical Staff Office 1584 Tullie Circle Atlanta, Georgia 30329 Contact: <i>Lisa Remshik</i> 404.785.7485	