

**Title: Application Fees on Initial Application**

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Approver(s): Karyn Delgado, Kim Mansell	Date Approved with no Changes:	Date Approved: 08/1/2001
Location: Saint Joseph Regional Medical Center (SJPMC) – Mishawaka & Plymouth		Department: Medical Staff Services (14001-80012)

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## **POLICY**

Funds received through the assessment of application fees will be utilized by the hospital to cover fees incurred in the process of verifying credentials.

## **PROCEDURE**

### **A. Mishawaka Campus**

1. There will be a non-refundable \$300 application fee for all applications for Medical Staff Membership and \$100 for Allied Health Applicants.
  - a. Physicians/Medical Staff Membership and Midlevel (Licensed Advanced Practitioners): \$300
  - b. Allied Health Dependent Applicants: \$100

### **B. Plymouth Campus**

1. There will be a non-refundable \$600 application fee for all applications for Medical Staff Membership and \$100 application for Allied Health Applicants.
  - a. Physicians/Medical Staff Membership: \$600
  - b. Midlevels (Licensed Advanced Practitioners): \$300
  - c. Allied Health (Dependents) Applicants: \$100

C. Medical Staff application fees will be collected with the initial application. Applications will not be processed until the application fee is received.

D. Exceptions are limited to:

- a. Applicants who will participate strictly on a volunteer basis to provide charity care.
- b. Applicants who have membership at SJPMC at Mishawaka or Plymouth.

E. Funds received through the assessment of application fees will be utilized by the hospital to cover fees incurred in the process of verifying credentials.

## **References/Standards:**

- Policy Origin Date: March 1988
- Review Date: December 2009, December 2012, December 2015, December 2018, November 2021 (P), December 2021 (M), July 2023 (M & P), November 2023 (M & P)
- Revised Date: May 2005, November 2021 (P), December 2021 (M), July 2023 (M & P)
- Effective Date: August 2001, November 21, 2021 (P)
- Reviewed/Recommended By: Medical Executive Committee