Physician contract handoff

Use one sheet per agreement, site and service scope. Enter only permitted status references from the designated teams. Keep credentialing files and sensitive supporting material in their approved systems.

Fictional example
East confirms privileges effective February 8. West has its own pending decision and follow-up owner.

Identify the agreement and scope

Administrative contract reference

Facility and service scope

Signed version and contractual effective date

Start condition and source section

Collect each applicable decision

Credentialing status, responsible team and permitted reference

Privileges for this site, effective date and authority reference

Payer enrollment status, owner and effective date if applicable

Hand the decision to operations

Remaining condition, owner and follow-up date

Authorized handoff or hold, approver and date

Operations recipient and acknowledgement

Next contract or amendment review