



**University**  
HOSPITAL

Newark, NJ

**Immediate Disclosure**

**of Pending or**

**Confirmed Action(s)**

**by the Medical or**

**Adjunct Staff Member**

**of University Hospital**

Newark, NJ

# Purpose



To ensure that all practitioners appointed to the medical or adjunct staff of University Hospital give timely (within two business days) notification of any current, pending, or potential and final adverse actions brought by any other healthcare facilities or regulatory agency as it relates to, including but not limited to: professional malpractice, professional misconduct and actions or proceedings pertaining to licensure, board, criminal convictions, NPDB report(s) to the Department of Consumer Affairs and external peer review and monitoring.

# Policy

It is the policy of University Hospital to have a mechanism in place for the immediate notification of adverse action(s) by the credentialed practitioner of the medical/adjunct staff to the Chief of Service, Chief Medical Officer, Medical Staff President and Office of Medical Staff Affairs and Education.

## Procedure

The practitioner will immediately, but in all cases not more than two business days, notify his/her Chief of Service, Chief Medical Officer and the Director of the Office of Medical Staff Affairs and Education.

# Which actions require disclosure?

- **Request for any specific clinical privilege(s) that have ever been denied or granted with stated limitations (aside from ordinary and initial requirements of proctorship) or have proceedings ever been instituted or recommended by a medical staff official, committee or governing body or are such proceeding pending in New Jersey or elsewhere.**
- **Allegations, findings, judgment of professional malpractice and/or professional misconduct pending in New Jersey or elsewhere.**
- **Voluntarily or involuntarily relinquishment, limited or reduction of medical staff membership, association, employment or clinical privilege at any health care facility while under investigation for disciplinary action while patient care is under review or investigation of disciplinary action.**
- **Participation as a provider of services under Medicare, Medicaid, other insurers or any third-party payment programs voluntarily or involuntarily limited, suspended, restricted, modified, revoked or otherwise sanctioned.**
- **Any findings pertinent to a violation of patient rights.**
- **Investigation by any governmental agency or charged with a violation of federal, state, or local law (other than minor traffic violations).**
- **Conviction of a crime (other than minor traffic violations) in New Jersey or elsewhere.**
- **A focus review by NJ PRO or similar agency.**
- **External review activities instituted by another healthcare facility.**
- **Allegations, convictions or challenges of substance abuse or chemical dependency in New Jersey or elsewhere.**
- **Report(s) made by any other healthcare agency to DCA (Division of Consumer Affairs).**



# Responsibilities of the Chief of the Department

- The Chief of Service will obtain a written statement of facts from the practitioner and notify the Chief Medical Officer and Medical Staff President, within one business day, of the circumstances surrounding the pending or confirmed action taken on the practitioner and provide the statement by the practitioner.
- The Chief Medical Officer will notify the Office of Legal Management and the Director of Accreditation and Regulatory Affairs.

The Disclosure Policy is provided in the initial appointment packet. It is the obligation of the physician to read and keep a copy of the Disclosure Policy.

The signed acknowledgement is kept in the physician's confidential file in the Office of Medical Staff Affairs and Education.



Dear Applicant:

Thank you for your interest in applying to the medical staff/adjunct staff of University Hospital. Attached to this correspondence you will find the UH policy on: *The Immediate Disclosure of Pending or Confirmed Action(s) by the Medical/Adjunct Staff Member.*

This policy is being disseminated to all potential applicants to the medical and adjunct staff of University Hospital. This policy is in direct response to the New Jersey Health Care Responsibility and Reporting Enhancement Act.

Please read and keep your copy of the enclosed policy, sign, print name and date the acknowledgment section on the bottom of this letter (make a copy for your records). **Please return the signed page only with your application.**

This document will become a permanent part of your credential file.

Should you have any questions, please feel free to contact me at (973) 972-7049.

Sincerely,

Pamela Capra, CPMSM, CPCS  
Director, Department of Medical Staff Affairs and Education  
University Hospital  
150 Bergen Street  
B239  
Newark, New Jersey 07103

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I acknowledge that I have read and understand the policy; *The Immediate Disclosure of Pending or Confirmed Actions(s) by the Medical/Adjunct Staff Member.*

Print Name: \_\_\_\_\_ Clinical Service: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**For questions regarding the disclosure policy, please contact:**

**Pamela Capra, CPMSM, CPCS**

Director, Medical Staff Affairs and Education

University Hospital

150 Bergen Street - B239

Newark, NJ 07103

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