



Clinic Adjusting Privileges Program (CAPP)

Purpose:

To provide for credentialing of Georgia licensed DC (non clinic faculty) to use the on-campus clinics for the uncompensated care of patients. To provide the procedures associated with the provision of care by those passing the credentialing process.

Credentialing Process:

The following will be provided to the Office of the Dean of Clinics:

1. Completed credentialing application
2. Copy of current Georgia license
3. Copy of any additional certifications and/or diplomate
4. Additional information as requested

Upon receipt of the above, the application will be reviewed and the license status of the applicant will be verified; additionally, if applicable, the certification/diplomate status of the applicant will be verified. The request for credentialing along with the results of the review and verification(s) will be provided to the Clinic Council. The Clinic Council will vote to grant or deny clinic use privileges.

Care Process:

Credentialed doctors may utilize the clinical facilities. Such care must be provided and documented in a manner consistent with Georgia law and Life University policy. The CAPP doctor may only participate in care of regular clinic patients with the express permission of the faculty clinician of record. File documentation will be retained in the clinic in which the care was rendered. Minimum documentation will include:

- Privacy notice/HIPAA disclosure
- Demographic data
- History and physical findings

- Diagnosis
- Subjective findings
- Objective findings
- Assessment of findings
- Procedure(s) performed and response to care
- Plan of care

Renewal/Revocation of Privileges

- All credentialed doctors are required to renew their privileges every two years. The reapplication process will include all of the elements of the initial application.
- Privileges will only remain active while the doctor is employed by Life University.
- Any change in the doctor's license status must be immediately reported to the office of the Dean of Clinics and will result in revocation of clinic privileges.
- An updated copy of the doctor's license will be provided to the office of the Dean of Clinics when the license is renewed.
- Any malpractice action arising from care provided in the Life University clinics or from the doctor's practice outside of Life University must be immediately reported to the office of the Dean of Clinics and may result in revocation of clinic privileges.
- Life University reserves the right to revoke or alter clinical privileges at any time.

End.