

## APPENDIX D

### APPEAL AND HEARING PROCESS

**A. Eligibility for Appeal.** All clinicians who must complete the appointment and reappointment processes (except Locum Tenens) have the right to appeal adverse decisions regarding their appointment status. An adverse decision is one that results in disapproval or limited approval. Examples of adverse decisions include:

1. Disapproval of an application for appointment or reappointment.
2. Restrictions to the clinical services an individual may perform.
3. Suspension of an individual's clinical privileges.
4. Termination of an individual's clinical privileges and appointment status.

**B. Notification of Appeal Rights.** The Human Resources Department shall notify Clinicians in writing of their right to appeal and the appeal process at the following times:

1. During orientation to the job when the initial appointment process is begun.
2. Whenever an adverse action is initiated.

**C. Appeal Time Limitations.** A clinician must submit an appeal in writing within seven days following the date of the notice of the adverse action or decision. Appeals filed more than seven days following the date of the notice of action will be dismissed without a hearing.

**D. Appeal and Hearing Process.** Appeals of an adverse appointment, reappointment, or privileging decision will be considered in a fair hearing. The appeal and hearing process must be documented and follow these procedures.

1. The request by the appellant is made in writing to the Chief Clinical Officer (Chief Medical Officer, Chief OB/GYN Officer, or Chief Dental Officer) within seven (7) days of receipt of the announcement of the decision being disputed.

2. Within ten (10) days prior to the date of the hearing, HC issues a written notice to the clinician providing the date, time, location, documentation to be presented and persons who will be involved in the hearing.

3. The hearing is conducted within fourteen (14) days of the receipt of the appellant's request for a hearing.

- a. The appellant may present written and oral presentations.

- b. The hearing panel will include the Chief Executive Officer, the Chief Clinical Officer, Executive Committee members of the Board of Directors, and a peer clinician.

- c. The agenda for the hearing will be prepared by the Chief Clinical Officer and will include a call to order, the presentation of oral and/or written information by the appellant, and executive session for the consideration of the information by the hearing panel, and an announcement of the panel's findings

- d. A written notice of the decision reached at the hearing is issued within fifteen (15) days following the date of the hearing. The notice must explain the reason for the decision.

4. The findings of the hearing panel will be final.