



Medical Center Ltd.

Example of an Employment Verification Letter: All Initial Applicants to the Medical & Adjunct Medical Staffs must provide *original* Employment Verification letters with *original signature on facility letterhead* that cover all ***clinically involved*** positions held in the past 10 years. “Clinically involved” refers to the touching, testing or interviewing of patients. These letters may come from former or current supervisors, credentialing personnel, or human resource personnel. Letters must contain: 1) Start and end dates; 2) Positions(s) held at the facility; 3) ***Either*** whether or not the author of the letter has ***knowledge of adverse occurrences taken by or against the practitioner, or*** whether the practitioner performed and left the facility ***in good standing***. Dates shown on the letter must match the dates shown on the practitioner Curriculum Vitae [C.V.] for each facility.

Content shown below is the bare minimum that the Credentialing Services Section may accept. Whenever possible, for the practitioner’s and Credentials Committee’s benefit, inclusion of more in depth information is encouraged.

(Date)

To Whom It May Concern:

The purpose of this letter is to verify that Jane Doe, C.R.N.P. was employed at Medical Center Ltd. as a Nurse Practitioner. She was employed from December 1996-September 2000. Our records show that Ms. Doe left Medical Center Ltd. in good standing.

If I can be of further assistance, please contact me at (000) 000-0000.

Sincerely,

John Smith, Director of Human Resources
111 Medical Center Ltd. Drive
Medical Center, MD 11111-2222



Medical Center Ltd.

Example of a Peer/Clinical Performance Letter from a C.R.N.P.: All Initial Applicants to the Medical & Adjunct Medical must provide 2 Peer/Clinical Performance letters verifying clinical competence. Peers with direct knowledge of the applicant's clinical performance must write these letters. ***At least one letter*** must come from a peer with the *identical* professional designation as that of the applicant (e.g.: M.D. for M.D., C.R.N.P. for C.R.N.P., etc). Only original letters with original signature are acceptable.

(Date)

To Whom It May Concern:

Ms. Jane Doe is an outstanding May 2000 graduate of the University of Graduate Studies. Her clinical rotations were conducted in the under served Clinic of Doodyville, MD, the Medical Center Ltd. of Medical Center, MD, and the homeless shelter of Shantytown, MD. Her preceptors consistently commented on her excellent rapport with patients of all ages, sound clinical knowledge and ability to welcome and accept constructive criticism in order to progress in her career as efficiently as possible. In addition, she performed extremely well academically. Ms. Doe received exceptional evaluations with no untoward occurrences or disciplinary actions reported. She is currently licensed in the state of Maryland and certified as a Family Nurse Practitioner by A.N.C.C.

I strongly recommend Ms. Doe for clinical privileges as a Nurse Practitioner at the NIH clinical Center with no reservations. Please contact me at (000) 000-0000 or e-mail me at jsmith@medcenter.com should you require additional information.

Sincerely,

Jane Smith, Ph.D., R.N., C.R.N.P., C.N.A.A.
UGS Family Nurse Practitioner Program Director



Example of a Peer/Clinical Performance Letter from a M.D.: All Initial Applicants to the Medical & Adjunct Medical Staffs must provide 2 Peer/Clinical Performance letters verifying clinical competence. Peers with direct knowledge of the applicant's clinical performance must write these letters. ***At least one letter*** must come from a peer with the *identical* professional designation as that of the applicant (e.g.: M.D. for M.D., C.R.N.P. for C.R.N.P., etc). Only original letters with original signature are acceptable.

(Date)

To Whom It May Concern:

I am pleased to give my highest recommendation of John Doe, C.R.N.P. He has been a great asset to our practice since his initial employment in 1992. He is highly respected by his peers and patients. He consistently displays an excellent fund of medical knowledge and diagnostic skills.

Mr. Doe cares greatly for his patients. He follows up on their care and well being by going beyond expected measures in ways such as personally telephoning them at home to ensure recovery is going as planned. He is honest and has a high degree of integrity. John Doe will continue to be a great asset to whatever facility and endeavor he should decide to pursue.

Please telephone or e-mail me if I can be of further assistance.

Sincerely,

Jane Doe, M.D.
Staff Internist
111 Medical Center Ltd. Drive
Medical Center, MD 11111-2222
Phone: (000) 000-0000
jdoe@medcenter.com



An Example of a Combination Employment Verification Letter and Peer/Clinical Performance Letter in One Letter: All Initial Applicants to the Medical & Adjunct Medical Staffs must provide *original* **Employment Verification** letters with *original signature on facility letterhead* that cover all **clinically involved** positions held in the past 10 years. “Clinically involved” refers to the touching, testing or interviewing of patients. Former or current supervisors, credentialing personnel or human resource personnel may author these letters. Letters must contain: 1) Start and end dates; 2) Positions(s) held at the facility; 3) **Either** whether or not the author of the letter has **knowledge of adverse occurrences taken by or against the practitioner**, **or** whether the practitioner performed and left the facility **in good standing**. Dates shown on the letter must match the dates shown on the practitioner Curriculum Vitae [C.V.].

All Initial Applicants to the Medical & Adjunct Medical Staffs must provide **2 Peer/Clinical Performance** letters verifying clinical competence. These letters must come from peers with direct knowledge of the applicant’s clinical performance. **At least one letter** must come from a peer with the *identical* professional designation as that of the applicant (e.g.: M.D. for M.D., C.R.N.P. for C.R.N.P., etc). Only original letters with original signature are acceptable.

(Date)

To Whom It May Concern:

I had the pleasure of working with Catherine Smith, C.R.N.P. during her entire tenure at Medical Center Ltd. from June 1996-January 1999. Throughout her tenure Ms. Smith medically managed adults with end stage renal failure as a Nurse Practitioner. I was the primary physician that collaborated with her in the treatment of these patients.

I found Ms. Smith to be an outstanding Nurse Practitioner who was highly motivated, intelligent, hardworking and meticulous. Patients and coworkers and physicians thought highly of her professionalism, genuine sincerity and concern. She would often be interested in knowing reasons behind clinical decision-making and be of great assistance in helping me evaluate hypotheses and clinical decisions. Her curiosity and enthusiasm in wanting to know reasons behind processes, events, and decisions served her well, and this was certainly important in the quality of care to patients with highly complex and problematic symptoms. She demonstrated keen thought and foresight in her questions to physicians, and her documentation was legible and concise.

To my knowledge, Ms. Smith left Medical Center Ltd. in excellent standing and was not the subject of adverse actions whatsoever. Overall, I believe any medical facility would be greatly enhanced by the addition of such an outstanding individual, both in the personal and professional sense. I recommend Ms. Smith without any reservation and with the highest regard.

Sincerely,

John Doe, M.D.
Nephrologist
111 Medical Center Ltd. Drive
Medical Center, MD 11111-2222