



DATE

To Whom It May Concern:

Thank you for your interest in obtaining staff privileges at South Bay Surgery Center. Enclosed is an application for appointment.

Please submit the completed and signed application along with the following documents as soon as possible:

1. Copy of current State license
2. Copy of current DEA license
3. Copy of current malpractice insurance coverage
4. Copy of Board Certification or Board Eligibility
5. Copy of Radiology license (if applicable)
6. Delineation of privileges you have at another hospital
7. Delineation of privileges requested for SBSC (see attached)
8. Curriculum Vitae
9. Three personal reference letters (see forms attached)
10. Current TB results (within last 4 months)
11. A typed letter testifying that you are in good health and mental standing (signed & **on your letterhead** – see attached sample)
14. Signed authorization form to release verification of your attendance of medical school, residency, and/or internship (see attached)
15. Hepatitis B Vaccine Informed Consent and/or Declination (see attached)

We appreciate your taking the time to complete this material as soon as possible. Please forward completed applications with supporting documents to my attention via fax, e-mail or mail.

Should you have any questions, please feel free to contact me.

Sincerely,

Susan Zweig, Director of Nursing
Ph 650-366-4600 Fax 650-395-4121
Email – Sue@PeninsulaPC.com