

**NAVAL MEDICAL CENTER, PORTSMOUTH  
MEDICAL STAFF SERVICES DEPARTMENT  
GOALS AND SERVICES FOR PRIVILEGED PROVIDERS AND NURSES**

We would like to take this opportunity to welcome you to Naval Medical Center, Portsmouth (NMCP) and to introduce you to the Medical Staff Services Department (MSSD). Our goal is to have your credentialing/privileging requirements met prior to your arrival to NMCP and make this a pleasant experience. With your help this is attainable. We look forward to working with you. The following information gives you an overview of the services provided by MSSD.

**INSTRUCTIONS:** The hospital credentials instructions, Bylaws, Off-Duty Remunerative Employment requests, etc., are located on our NMCP SharePoint site.

**RENEWAL OF PRIVILEGES:** Expiration notices are forwarded to the provider 90 days prior to expiration of privileges. This is to allow time to complete the renewal process. The notice will ask the provider to complete either an online renewal application. The process cannot begin until the provider has completed the application k (it all starts with you!). This is a lengthy process and will require your prompt attention.

**LICENSURE NOTICES:** An automatic reminder notice is sent to the provider (via CCQAS) when the license/certification will expire. This is a courtesy reminder; however, the responsibility falls on the provider to renew his/her license in a timely manner and to notify MSSD of any changes to his/her license/certification. The licensure/certification must be received in this office prior to expiration or the provider must be pulled from patient care. **PROVIDERS CANNOT PRACTICE WITHOUT A CURRENT LICENSE/CERTIFICATION.** Some providers have multiple licenses and expirations must be tracked as directed by higher authority. Providers electing not to renew a license/certification must inform this office in writing via email.

**DEA MILITARY FEE EXEMPT:** Every DOD uniformed and GS provider with an active license should complete an application for a fee exempts military DEA (with some exceptions). This DEA registration number will be used solely for DOD beneficiaries. Note: The military fee exempt DEA cannot be used for moonlighting. New civil service and contract employees will be given a DEA application to sign upon check-in with the command.

**BOARDS:** Letters of good standing are done when necessary to obtain board certifications. You can email us and let us know where we need to send the letter. We ask for one week's notice.

**MOONLIGHTING:** The Moonlighting Program for health care providers is maintained by MSSD. Providers must have prior approval from the Commanding Officer before moonlighting. Moonlighting applications must be updated annually by completing the Annual Moonlighting Validation Form (in December). The moonlighting forms can be obtained from the Moonlighting webpage located on the intranet.

**PROVIDER CONCERNS:**

**TRANSFERRING PROVIDERS:** MSSD receives most of the orders on providers transferring to NMCP. However, there are occasions in which we do not receive these orders. If transferring, please notify our department so we can forward your individual credentials file (ICF) in a timely manner to the gaining command.

**SEPARATING PROVIDERS:** MSSD completes employment inquiries for those providers who are seeking employment and/or privileges outside the Navy. Your credentials file is forwarded to BUMED Jacksonville soon after you separate from the Navy. Inquiries pertaining to your privileges will be responded to by BUMED Jacksonville once your file has been transferred.

**TAD:** If you are planning to go TAD to practice clinically, please notify our office prior to going TAD so we can coordinate your privileges with the gaining command. An Individual Credentials Transfer Brief (ICTB) must be sent to the gaining command. The ICTB is a summary of the privileges you hold at this command. TAD for training does not require a ICTB.

**SEPARATING FROM THE NAVY:**

**JOINING RESERVES:** If you are separating from the Navy and joining the reserves you should contact:

Commanding Officer  
Navy Medicine Support Command  
CCPD, Box 140 - Knight Lane, Bldg. 2005  
Jacksonville, FL 32212-0140  
Telephone: (904) 542-7200