



**TAHOE FOREST  
HOSPITAL DISTRICT**

POLICY/PROCEDURE

NO. \_\_\_\_\_

SECTION MEDICAL STAFF

**TITLE: CRIMINAL BACKGROUND CHECKS**

P.O. Box 759 Truckee, CA 96160 (530) 587-6011  
880 Alder Ave. Incline Village, NV 89451 (775) 832-3810

**DUTIES OF THE EXECUTIVE COMMITTEE:**

**DESIGNATING HOSPITAL'S AUTHORIZED REPRESENTATIVE:**

In accordance with the Executive Committee's recommendation to include criminal background checks as part of the credentialing process for all applicants and reapplicants for medical staff membership, the Medical Staff Office will be the authorized representative to perform queries.

Criminal background checks will include:

- a. Statewide criminal background checks. (California State provides registered sexual offenders' list).
- b. Social Security Search.
- c. Countywide criminal background checks.
- d. Federal criminal background checks.
- e. County criminal background checks.

The definition of an Authorized Representative or Hospital's Authorized Representative is the individual designated by the hospital and approved by the Executive Committee to provide information to and request information on criminal background checks for the medical staff.

**AUTHORIZED REPRESENTATIVE:**

**TERRI SCHNIEDER, CPMSM, DIRECTOR OF MEDICAL STAFF SERVICES**

**REVIEWED AND APPROVED:**

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**Chief of Medical Staff**

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**Date**

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**Chief Executive Officer**

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**Date**

FORMULATED BY: Terri Schnieder, CPMSM  
Director of Medical Staff Services

EFFECTIVE DATE: 2001

ADMINISTRATIVE APPROVAL:

DATE REVIEWED: 9/22/2002; 11/2003; 11/2004; 11/2005; 2/2007

APPROVAL: Chief Of Staff: 9/11/2002; 11/2003; 11/2004; 11/2005

DATE REVISED: 9/11/2002; 11/2003