

TACONIC IPA, INC. (“TACONIC”)

APPLICATION PROCEDURES

1. A Physician who wishes to be considered for participation in Taconic shall submit an application in the form prescribed by Taconic (an “Application”).
2. If the Physician meets the Qualifications and Participation Criteria for participation set forth in Administrative Policy 1-1, his or her completed and executed Application shall be filed with Taconic’s Credentialing Committee (the “Credentialing Committee”). No Application shall be acted upon unless and until it is deemed complete by the Credentialing Committee. A complete Application shall include an attestation by the Physician as to the correctness and completeness of the Application and the submission of any and all information and documentation requested by the Credentialing Committee for an adequate assessment of the Physician’s eligibility to participate in Taconic.
3. Applications which are deemed incomplete shall be returned to the Physician with a notice to resubmit the Application (“Notice to Resubmit”). Re-submissions must be received by Taconic within thirty-five (35) days from the Physician’s receipt of the Notice to Resubmit. If re-submission does not occur in accordance with the foregoing, the application process will be deemed closed.
4. Once an Application is deemed complete, the Credentialing Committee shall undertake an examination which shall consist of: (a) verification from primary sources or otherwise of the information set forth in the Application and any and all documentation submitted therewith; (b) an audit of a sample of the medical records maintained by the Applicant, as determined by the Credentialing Committee; (c) a review of information concerning the Physician obtained from the National Practitioner Data Bank and/or similar authorities; and (d) the written findings of the Chairman of the Credentialing Committee, who may, at his or her discretion, review the Physician’s Application and/or interview the Physician for the purpose of ensuring compliance with the Qualifications and Participation Criteria set forth in Administrative Policy 1-1, and provide his or her findings to the Credentialing Committee.
5. Following its examination, the Credentialing Committee shall make a determination concerning the Applicant and shall notify the Applicant, in writing, of its decision (“Notice of Decision”). Such Notice of Decision shall be rendered within ninety (90) days of receiving the Physician’s completed Application unless additional time is needed because of a lack of necessary documentation from third parties or other non-routine or unusual circumstances requiring additional time for the Credentialing Committee to review the Application. In such case, Physician shall be notified within the same ninety (90) day period that additional time is needed to process the application.
6. During the pendency of the Application, and all times prior to receipt of the Notice of Decision, the Physician shall promptly advise Taconic of any information that arises that was not contained in his or her initial Application, such as new malpractice claims or actions,

investigations or decisions of the Office of Professional Medical Conduct, changes in the members of a group practice, or other information.

7. If the Physician is accepted as a Participant of Taconic, the Physician's Participating Physician Agreement shall be executed by Taconic within thirty (30) days of the Physician's receipt of the Notice of Decision. The Physician must also confirm, in writing, that all information contained in his or her Application remains true and correct.

8. Absent exigent circumstances, there shall be a three (3) year waiting period before any Participating Physician who voluntarily resigns from Taconic or whose Participating Physician Agreement is terminated or not renewed may re-apply for participation. This provision shall not, however, apply to a Participating Physician who moves out of the Taconic service area and subsequently returns.

9. A Participating Physician may be granted a leave of absence in extenuating professional or personal circumstances. Circumstances warranting a leave of absence might include illness, disability, or the pursuit of further training. Application for such a leave shall be made, in writing, to Taconic's Credentialing Committee, who may grant or reject such leave, within its sole discretion.

10. Nothing contained in the foregoing shall be construed to require Taconic to accept any particular Applicant.