



HARTFORD HOSPITAL GUEST OBSERVATION APPLICATION PHYSICIANS ONLY

***Observers may not scrub in the Operating Room, consult, or take part in direct patient care.**

DOCUMENTS REQUIRED:

- A. Completed Guest Physician Access to HH Application Form
- B. Consent & Release of Liability Statement – needs signature
- C. Confidentiality Agreement – needs signature
- D. HIPAA Training Protocol for Guest Practitioner – needs signature
- E. Copy of government issued photo ID (i.e., driver's license, passport, etc.)
- F. Copy of practitioner's medical license
- G. Copy of proof of flu vaccination or exemption **For flu season Oct. 1 – May 1 ONLY**

PROCESS:

1. Request a Guest Observation Application from the HH MSO. (contact info below)
2. Complete the one (1) page app (A) and sign the attachments (B-D).
3. Scan the app, the attachments, and the 3 (three) additional requested documents (E-G).
4. Secure the Chief(s) signature on the application (A).
5. All documents **must be submitted to the MSO 3-7 business days prior** to the day of observation.
6. Observation Only is typically granted for one-day but may be extended.
7. Submit via fax to (860)545-3755
8. Upon receipt of a complete package and authorization from the appropriate Department Chief(s), the MSO will issue a communication to the appropriate department(s).

QUESTIONS: Contact the HH MSO at (860)972-2585

INSTRUCTIONS: These instructions are available on the Hartford Hospital Website: hartfordhospital.org From the Home Page click: **a.** Health Professionals; **b.** Medical Staff Services; **c.** Change of Status/Privileges and **d.** Special Privileges – Observation Access Only

*OTHER HARTFORD HOSPITAL PATIENT ACCESS CONTACTS AND PROCESSES:

- a) If a physician is seeking to scrub in, consult, or take part in direct patient care, contact the HH MSO. **A 2-week lead-time is required for "Visiting Temporary Privileges."**
- b) For all non-physicians seeking to shadow in Hartford Hospital (i.e., medical students, allied health, etc.), shadowing is processed through Alison Rapose, HR. Please contact Dianne LePore at 860-972-1820.

Medical Staff Services
Office: 860-972-2585
Fax: 860-545-3755