

Verification of Hospital Membership and Clinical Privileges at a PeaceHealth Hospital

In order to provide faster service to your request to verify affiliation for the provider applying at your facility, PeaceHealth utilizes NAMSS PASS™ for verification letter requests. NAMSS PASS™ is a secure, online database service that provides affiliation letters for the following PeaceHealth hospitals:

<u>Alaska:</u>	PeaceHealth Ketchikan Medical Center (Ketchikan, AK)
<u>Oregon:</u>	PeaceHealth Cottage Grove Community Medical Center (Cottage Grove, OR)
	PeaceHealth Peace Harbor Medical Center (Florence, OR)
	PeaceHealth Sacred Heart Medical Center at RiverBend (Springfield, OR)
	PeaceHealth Sacred Heart Medical Center University District (Eugene, OR)
<u>Washington:</u>	PeaceHealth Peace Island Medical Center (Friday Harbor, WA)
	PeaceHealth St. John Medical Center (Longview, WA)
	PeaceHealth St. Joseph Medical Center (Bellingham, WA)
	PeaceHealth Southwest Medical Center (Vancouver, WA)
	PeaceHealth United General Medical Center (Sedro-Woolley, WA)

To access the NAMSS PASS™ visit <http://www.namss.org/NAMSSPASS/tabid/425/Default.aspx>. Instructions for new NAMSS PASS™ users:

1. Login to the NAMSS Website:
 - a. **NAMSS Members** – Log in to the NAMSS Website on the right hand side with your member username and password. A button will then appear, allowing you to “Access the NAMSS PASS™”
 - b. **Non-Members** – You can access the NAMSS PASS™ by creating a guest account: <http://www.namss.org/NAMSSPASS/NAMSSPASSNonMemberRegistration/tabid/441/Default.aspx>. Once you have created a username and password, log in to the NAMSS Website on the right hand side of this page and a link will appear, allowing you to “Access the NAMSS PASS™”.
2. Click on “Access the NAMSS PASS™”. If this is the first time you have logged into NAMSS PASS™, you will be asked to review and approve the Terms of Service. You will also be asked to enter your work email.
3. Verify your email. You will receive an activation email to your work email as a security measure to confirm you own this email. This email may take up to 15 minutes to arrive. If you do not receive it, please check your SPAM folder/Junk Mail. Click on the link in the email to activate your account. You will be directed back to the NAMSS PASS™ and asked to continue your login.
4. Create your Account. You will be asked to register and create a Healthcare Entity. *Please have your organization’s NPI and Tax ID numbers ready.*
5. Search Practitioners. After you have completed your registration, you can now search practitioners by entering the last name of the practitioner you are verifying on the NAMSS PASS™ Homepage under “Start Searching Practitioners”.
6. You will have access to all affiliations that have been uploaded to the NAMSS PASS™ for each practitioner and the dates of that affiliation. You will then have the option to print an affiliation letter indicating the status of good standing.
7. If you are unable to find the practitioner in the NAMSS PASS database and a letter is not available:
 - a. Print the webpage from the NAMSS PASS website stating “No Practitioners Found”.
 - b. Fax the “No Practitioners Found” page and your verification request to the PeaceHealth System CVO at fax # (541) 431-8213.

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