

## Mandatory Medical Staff Orientation Instructions



- Click on the following link: <https://securebhs.baystatehealth.com/eLearnWeb/GetDescrip?c=3532>
- Click on the “enroll” box:

**Medical Staff Orientation**

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*Disclosure: No commercial relationships with any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients.*

No commercial support was provided for this educational activity.

This mandatory program includes required information and other information that it is important for you to know. Your comments on the evaluation form at the end will be used to improve this orientation program.

This material was designed for physicians and advanced practitioners.

The goal of this course is to support optimal care for our patients and the health of our community.

After reviewing this material, you should be able to:

- Discuss the Joint Commission Requirements for members of a hospital medical and associate professional medical staff.

To complete this activity (estimated time 5 minutes):

- View an interactive presentation.
- Correctly answer 5 post-test questions.
- Submit a course evaluation, describing any changes that you will make in your practice.

After completion, a certificate may be printed.

- This screen will display:

**Online Learning Center**

User ID:

Password:

**New Visitor** [Help](#)

First Name:

Last Name:

use Baystate network login

User ID: EN

Baystate Health

**NOTE:** If you are a returning user, you know your user name and password to get in (See **green box** in snapshot, above). If you are a new user, you will need to create a new user account by filling out your first and last name (see “New Visitor” box on right, above.) Then uncheck the box labeled “use Baystate network login”. Enter your birth month and the day followed by the last four digits of your social security number and then click on “create”.

- Under the materials section, pick the Medical Staff Orientation Program(s) you need to review. If you have been approved for privileges and/or membership at more than one Baystate Health Hospital, you will need to complete all two or three Medical Staff orientation Programs. However, since each

orientation program is almost identical, you need to review the first one in its entirety and then those few items that are highlighted in yellow for the other subsequent Medical Staff Orientation Program(s) as applicable.

- At the end, exit out of the program and complete the mandatory five (5) question true or false post-test. You must receive a score of 100% to complete your orientation(s). There is only one test per Medical Staff Orientation Program. The last step is to print out a certificate of completion after you pass the test or each test as applicable and send a copy of your Orientation Certificate to [Medical.StaffOffice@baystatehealth.org](mailto:Medical.StaffOffice@baystatehealth.org) so that we can record your attendance.

As ***orientation is mandatory***, you must complete it ***within ninety (90) days*** of the date of Board of Trustees letter you received from the Hospital President or your medical staff privileges and/or membership will be suspended until such time you complete the orientation program (or more than one orientation program if applicable). The orientation is required if you are applying at each entity in the Baystate Health System (Baystate Medical Center, Baystate Franklin Medical Center, Baystate Noble Hospital, Baystate Wing Hospital and Outpatient Center).

If you have any issues with the accessing the Medical Staff Orientation Program(s), please call the Medical Staff Office at (413) 794-4281.

Thank you.

**Medical Staff Office**

**Baystate Medical Center**

**Baystate Franklin Medical Center**

**Baystate Noble Hospital**

**Baystate Wing Hospital & Baystate Mary Lane Outpatient Center**

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