

### 3.1 Submit your Profile against a position

When you are invited to submit your profile for credentialing, your hospital will send you a credentialing request. Navigate to the Credentialing Requests screen to see any pending requests.





Requests History

**Credentialing Requests**

You have been requested to submit your profile for credentialing for the following positions.

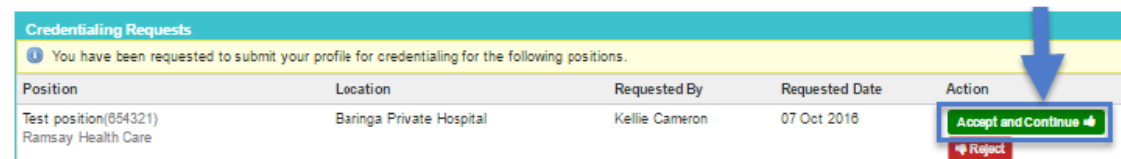
Position	Location	Requested By	Requested Date	Action
Test position(654321) Ramsay Health Care	Baringa Private Hospital	Kellie Cameron	07 Oct 2016	Accept and Continue Reject

Within the **Credentialing Requests** section on this screen, any positions you have been requested to submit your profile to be credentialed against display.

Available options	
	<b>Accept and Continue</b> – start the submission process to send your profile to the organisation
	<b>Reject</b> – remove the application from the list- this will cancel this application.

Submit your profile for credentialing by following these steps:

1. Click the **Accept and Continue** button next to the position you want to submit your profile for.



**Credentialing Requests**

You have been requested to submit your profile for credentialing for the following positions.

Position	Location	Requested By	Requested Date	Action
Test position(654321) Ramsay Health Care	Baringa Private Hospital	Kellie Cameron	07 Oct 2016	Accept and Continue Reject

2. Your profile displays on the screen for you to review. If there are any areas of your profile which are mandatory and still require completion, you will see a reminder at the top of the screen:



Welcome Dr Final

The information entered is incomplete, please complete all your information before submitting your profile.  
- Qualifications required: [Click Here](#)  
- Academic appointments required: [Click Here](#)

Requests History

#### Credentialing Requests

You have been requested to submit your profile for credentialing for the following positions.

Position	Location	Requested By	Requested Date	Action
Test position(654321) Ramsay Health Care	Baringa Private Hospital	Kellie Cameron	07 Oct 2016	<a href="#">Accept and Continue</a> <a href="#">Reject</a>

3. A summary of your profile displays. Review your profile and click the **Edit** button next to any area you need to update on your profile.

Please review your details below before submitting your profile for this position.

#### Personal Details

[edit](#)

Title	Dr
Professional Title	
Given Name	Grand
Middle Name	
Family Name	Final
Preferred name	
Previous Name	
Date of Birth	27/09/1980
Place of Birth	
Residency Status	Australian Permanent Resident
Curriculum Vitae	<a href="#">Credential Test.docx</a> Date Last Uploaded: 26/09/2016
In which country did you receive your Primary Degree?	Australia

#### Contact Details

[edit](#)

[Save & Move Next](#)

4. Scroll to the bottom of the screen, and when your profile is ready, click **Next**. The Agreement/Undertakings screen displays.
5. If the organisation you are submitting your profile to has some specific questions, these display for you to complete: *These questions are organisation-specific and generated specifically for the position against which you are submitting your profile.*

## Additional Details

The following section relates to specific details that are required as a part of submitting your profile for credentialing at Ramsay Health Care

[Download RHC Facility Rules](#) RHC Facility Rules.pdf

[Save](#) [Next](#)

6. Respond to these questions, and then click **Next**
7. Review and respond to the Health Status questions by selecting **Yes** or **No**. Specific details regarding a disability or health issues can be entered in the text box provided.
8. Review and respond to the organisation specific declarations / By-Law questions. Complete the Declaration questions by selecting **Yes** or **No** for each question listed. Once all questions are answered, click **Next** to continue.
9. The *Submit For Credentialing* screen displays. In the Scope of Practice area select the procedures you are able to undertake. **Only select procedures you are capable of performing.**



**NOTE** At least one procedure must be selected on the scope of practice in order for you to submit your profile for the position.

**Scope Of Practice**

Please select your area of speciality and where listed, the core competencies and procedures which you are able to undertake.

Scope Of Practice (?)

- Medical (?)
  - Anaesthesia (?)
    - Adults (?)
    - Cardiac – Adult Only (?)
    - Chronic Pain Management (?)
    - Neonatal (<1 year old) (?)
    - Obstetric (?)
    - Paediatric (>1 year old) (?)
    - Paediatrics >10 yrs (?)
    - Trans-oesophageal Echocardiography (TOE) – Adult Only (?)

10. Click **Submit Profile** to submit your profile for credentialing.  
A message displays confirming your profile has been successfully submitted.



**NOTE** If you don't see a confirmation message, please review your submission to ensure you have completed the whole submission process.

11. Repeat this process for each position you have been requested to submit you profile to.



Once you have submitted your profile for credentialing, your details will be reviewed by the organisation you submitted to.  
If there are areas which require further clarification, you may be requested to supply more details, or documents. Your application will be returned to you for updating and can be accessed via the [Credentialing Requests that require further details](#) section within the Pending Requests screen.