Pediatrician "Active Nursery Rounder" Tip Sheet

(for all Inova hospitals)

How Can Providers UPDATE Their Nursery Rounder Status and Practice Changes?

There are two ways to update your "Active Nursery Rounder" status. These forms are also the same way you would update Inova on any other general credentialing or practice changes.

Online Form Option:

- Go to <u>inova.org/form/physician-online-profile-updates</u> (or Inova.org >> "Find a Doctor" >> pull up provider's profile >> "Request Profile Update")
- 2) Fill out red star fields >> Fill out "Inpatient Rounder Status" field(s)
- 3) Submit (credentialing will update in three business days)

Fax or Email Option:

- 1) Go to inova.org/for-physicians >> "Centralized Credentialing" drop-down >> "Practitioner Info Change Form"
- 2) Fill out
- 3) Send to credentialing via email/fax/mail (addresses on form)

If URGENT Changes Are Needed:

1) Email credentialing leaders: Colleen.Huelskamp@inova.org, Clint.Bowman@inova.org

How Can Providers Notify Inova About TEMPORARY leave (days off, absences, etc.)?

All notifications of temporary leave must be sent to Inova via this online form to ensure all the correct individuals are informed and to ensure accurate coverage.

- Go to <u>inova.org/notification-request-private-pediatrician-temporary-leave</u> (or inovachildrens.org >> "For Physicians" >> "Nursery Rounder Leave")
- 2) Submit (you will receive a confirmation email and your submission will be routed to the below hospital physician & nursing leaders)

Fairfax

Dr. Gibson, Natalie Doudaklian, Bethany Batres, Krystol Large, Susan McClanahan, Ericka Davis, Ariel West

L&D Registration:

703-776-6404, Option 2

Alexandria

Dr. Goldberg, Stacey Haney, Jennifer Amonoo-Harrison, Cynthia Appiah-Baiden, Brandy Hashbarger, Shirelle Minor

Fair Oaks

Dr. Silk, Dr. Goodwin, Dr. Prah, Dr. Ohriner, Martina Lopez, Tracey Rickard, Lani Brown, Tracy Updyke

Admin Coordinator: 703-391-3731

Loudoun

Dr. Doe, Gina Harrison, Mary Elliot

QUESTIONS?

Please contact Inova's Pediatric Physician Relations Executive: Kimberly.Helfgott@inova.org



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How to FIND the Status in InovaNet

- 1) Open InovaNet
- 2) On right-hand menu, click the "+" next to "Physician Directory"



3) Type provider name and click "go"

| Search using any combination of the fields below. | |
|---|--------------|
| First Name: | |
| Last Name: | name |
| Doctor ID: | (i.e. 00123) |
| Specialty: | |
| Advanced Heart Failure and Transp Aerospace Medicine Allergy and Immunology Anesthesiology Blood Banking/Transfusion Medicine Cardiovascular Disease | |
| GO | |

4) Click name to open profile



5) Find "Active Nursery Rounder"



If "Active Nursery Rounder" section does not exist – they do not round at any Inova hospital nursery.

- 6) To search by practice: Inprofile, click practice name
- Click name of another physician



