

2015 SAMPLE HOSPITAL PRIVILEGE LETTER

(Official Hospital Letterhead)
Philadelphia General Hospital
Street Address
City State Zip Code

March 1, 2015 (**NOTE: Letters must be dated within last three months**)

The American Board of Plastic Surgery, Inc
1635 Market Street, Suite 400
Philadelphia, PA 19103-2204

To whom it may concern:

Jane N. Doe, M.D. was granted **active/courtesy/provisional** hospital privileges in **plastic surgery** at **Philadelphia General Hospital** on **July 1, 2014**. Dr. Doe is due for reappointment on **November 30, 2015**.

Sincerely,

Medical Staff Director
(**must include a signature**)

Please note: All candidates for examination must hold active inpatient admitting privileges in plastic surgery.

The areas of this sample letter that are noted in bold are the critical data elements that MUST be provided on ALL hospital privilege letters.

Refer to the Announcement Letter for details.