

Observership Request Process

- This Observership request process applies to individuals requesting to observe a member of the Grady Medical Staff or Grady Advanced Practice Provider Staff. Please note Grady Medical Staff Services does not secure observers.
- **Applications for Observerships are accepted January 2 through March 31 and September 1 through December 15 of each calendar (unless otherwise noted).**
- Submit the following information to Grady Medical Staff Services via email gradymss@gmh.edu:
 - Email Subject: Observership Request
 - Name and email address of the Observer(s)
 - Name and email address of individual(s) assisting the Observer(s) with the application or process. Please note this individual will have access to the Observer application, all requirements and forms.
- The Observer(s) will complete the online application and submit with the required documents (CV or Resume, Government Issued Photo ID, Digital Photo, Form B, Form C and Form D).
 - Form B, Form C, Form D and Initial Onboarding Health Requirements are provided with the application.
 - The Observer(s) is responsible for obtaining required signatures on all forms.
- The Observer(s) must meet the Initial Onboarding Health Requirements. Please use the link below for information on the latest health requirements:
<https://www.gradyhealth.org/wp-content/uploads/Grady-New-Hire-Health-Forms.pdf>.
An appointment with Employee Health is not required. Please submit health requirements to ehsonboarding@gmh.edu email timely to avoid delays. Please notify Grady Medical Staff Services once you have received clearance from the Employee Health Department.
- **The Observership Categories are outlined in the Observership Application.** Pay the non-refundable Observership application fee. You can pay directly to the Business Office by phone 404-616-4231 or in person (room 1B024 located on the 1st floor) or Medical Staff Services Department (room 1B029 located on the first floor). Make checks payable to Grady Health System.

Observership Category I – fee \$100	Observership Category II – fee \$250
Observership Category III – fee \$500	Observership Category IV - fee \$500
- Once the Observership application has been reviewed, confirmation health requirements have been met and the fee has been paid; The Credentialing Coordinator who processed the application will issue an approval notification to all applicable parties (including the Badging Office) of the approved Observership. The Observer(s) will contact the Badging Office for arrangements to obtain his/her ID badge.
Badging Office 404-616-1908; Pick up hours are Monday - Friday from 8:00 am – 4:00 pm. The office is closed for lunch from 12:00 pm – 1:00 pm daily.

Questions - contact Grady Medical Staff Services gradymss@gmh.edu.