




In response to your request to verify affiliation for the provider applying at your facility, please be aware that **Olympic Medical Center** utilizes NAMSS PASS™ for verification letter requests. NAMSS PASS™ (Practitioner Affiliation Sharing Source) is a secure, online database that provides quick, easy, and inexpensive access to the affiliation letters of our practitioners. NAMSS PASS™ is a service offered by the National Association Medical Staff Services (NAMSS).

1. Go to NAMSS.org and click on the NAMSS PASS link on the right side of top menu bar.
2. On the NAMSS PASS page click on one of the boxes:



After the system verifies your credentials, you will see a green button  on the left. Click on that button and it will take you to the NAMSS PASS secure site.

3. For first time users, follow the screen instructions. 1) Read and agree to the Terms of Service and 2) For security reasons, enter your Work Email and the system will send an Activation email to verify. You will be asked to login again through the NAMSS website. After logging in again, create your Health Care Entity with the TaxID and NPI (if available, it's not mandatory).
4. If there are any additional users from your organization you want to link to your entity account, click on Account and then the click the Link button to enter their emails. Each user needs to create their own user account Steps 1 and 2.
5. Search Practitioners. After you have completed your registration, you can now search practitioners by entering the last name of the practitioner you are verifying on the NAMSS PASS™ Homepage under "Start Searching Practitioners".
6. You will have access to all affiliations that have been uploaded to the NAMSS PASS™ for each practitioner and the dates of that affiliation. You will then have the option to print an affiliation letter indicating the status of good standing.
7. If no letter is available for the practitioner you are verifying, please contact us at **Olympic Medical Center – 360.417.7336 or fax 360.417.7082.**

You will receive three free letter credits as a new account. Beyond three, please refer to the Billing page on the NAMSS PASS secure site. Contribute your facility's data to receive preferred pricing for data subscriptions.