

Provider Credentialing Document Checklist

Here's a checklist of information and documents that you **must submit** for credentialing to be completed.

To avoid delays, please make sure all listed items are complete and accurate.

Required documents/information checklist:

- ✓ Location and phone number information, start date, and tax identification number for **all** practice locations.
- ✓ Completed, currently attested provider credentialing application/attestation/release form
Note: Enter primary practicing specialty in the "Specialty" field.
- ✓ Written detailed explanation for any attestation questions with a "Yes" response.
- ✓ Copy of current federal Drug Enforcement Agency (DEA) certificate for each state in which you practice, if you're a prescribing practitioner.*
- ✓ Copy of cover sheet of professional liability policy or certificate showing limits of liability, effective date, and expiration date (can't be expired).*
- ✓ Hospital Privileges **or** a Hospital Admission Plan outlining who would handle admissions on your behalf. **(The only acceptable privileges are: Active, Provisional, Temporary, or Courtesy.)**
- ✓ Copy of your IRS SS-4 confirmation letter showing your Employer Identification Number (EIN)
- ✓ Name of Sponsoring Physician **(for Physician Assistants ONLY)**

***Documents expiring within 90 days will delay your application process.**

Complete your application and attach required documents through CAQH at www.caqh.org.

Submit your credentialing request through our [provider credentialing intake portal](#).