

Healthcare Credentialing Documents Checklist

Introduction



As a physician or other healthcare provider, you must apply for initial medical credentialing and be re-credentialed every 2-3 years, depending on the state in which you live and the policies of your payers. It's a monumental task, but a necessary one, as it's required before a healthcare organization or practice can bill on your behalf.

Medical credentialing can be a time-consuming process and can take up to 4 months to complete due to the requirement for submission of extensive background information – and that's assuming you haven't made any mistakes on the form. Additionally, and in the case of a new practice, the clinic or healthcare organization you're working for may also need to be credentialed.

In years past, every healthcare provider had to be individually credentialed with each insurance plan. Many health insurance companies now use a centralized database to speed the process. Some physician specialists may be exempt from the re-credentialing process if they practice exclusively within a hospital setting, and in cases where a health plan does not have an additional need to review the physician's credentials.

To save a little time in the credentialing process, review this list of the documents which are typically requested. Some plans may ask for additional material.

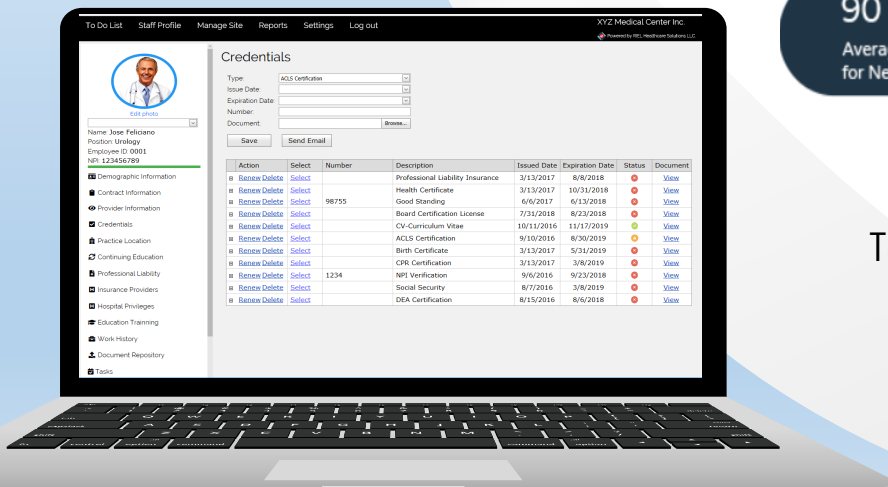
Documents checklist for medical credentialing:

- Personal and demographic information like email address, street address, phone, etc.
- Professional Information.
- Recent photograph signed and dated in the margin.
- Medicaid and Medicare number.
- Copy of National Provider Identifier (NPI#) and confirmation letter.
- PTAN and UPON number.
- Tax ID number.
- Copy of current Federal DEA and current State Controlled Substance Registrations or certificate(s).
- Copy of current driver's license or passport.
- Copy of medical school diploma and training certificate(s), internship, residency and fellowship certificates.
- Current CME (CME activity for the past three years).
- Copy of current Board Certificate, including the name of issuing board and dates of board certification/recertification.
- Copy of Any: BLS, ACLS, ATLS, PALS, APLS, NRP certificate(s).
- Copy of all current active state license wallet card(s) and wall certificate with expiration date and number.
- Current Curriculum Vitae with complete professional history in chronological order and no gaps (month and year must be included).
- Current hospital and facility affiliations
- Completed Delineation of Privileges Form.
- Work history including all practice locations and employment affiliations.
- Any disciplinary actions, including explanations.
- Malpractice claims history with details.
- Certificate of Professional Liability Insurance Coverage
- Three written letters of recommendation from providers who have directly observed you in practice within the past year
- Copies of current immunization records and most recent TB test results (if available).

Faster credentialing is here



RIEL Credentials is a credentialing management platform for healthcare providers. This cloud-based technology is designed to take control and to make life easier anyone responsible for managing provider credentialing and enrollment, while reduce the administrative burden of these process crucial.



90 days Average Credentialing Time for New Provider \times \$2,600 Average Provider Billings per Day = \$234,000 Estimated Revenue Lost per Provider Credentialing

To contact us, visit www.rielhealthcaresolutions.com or email sales@rielcred.com