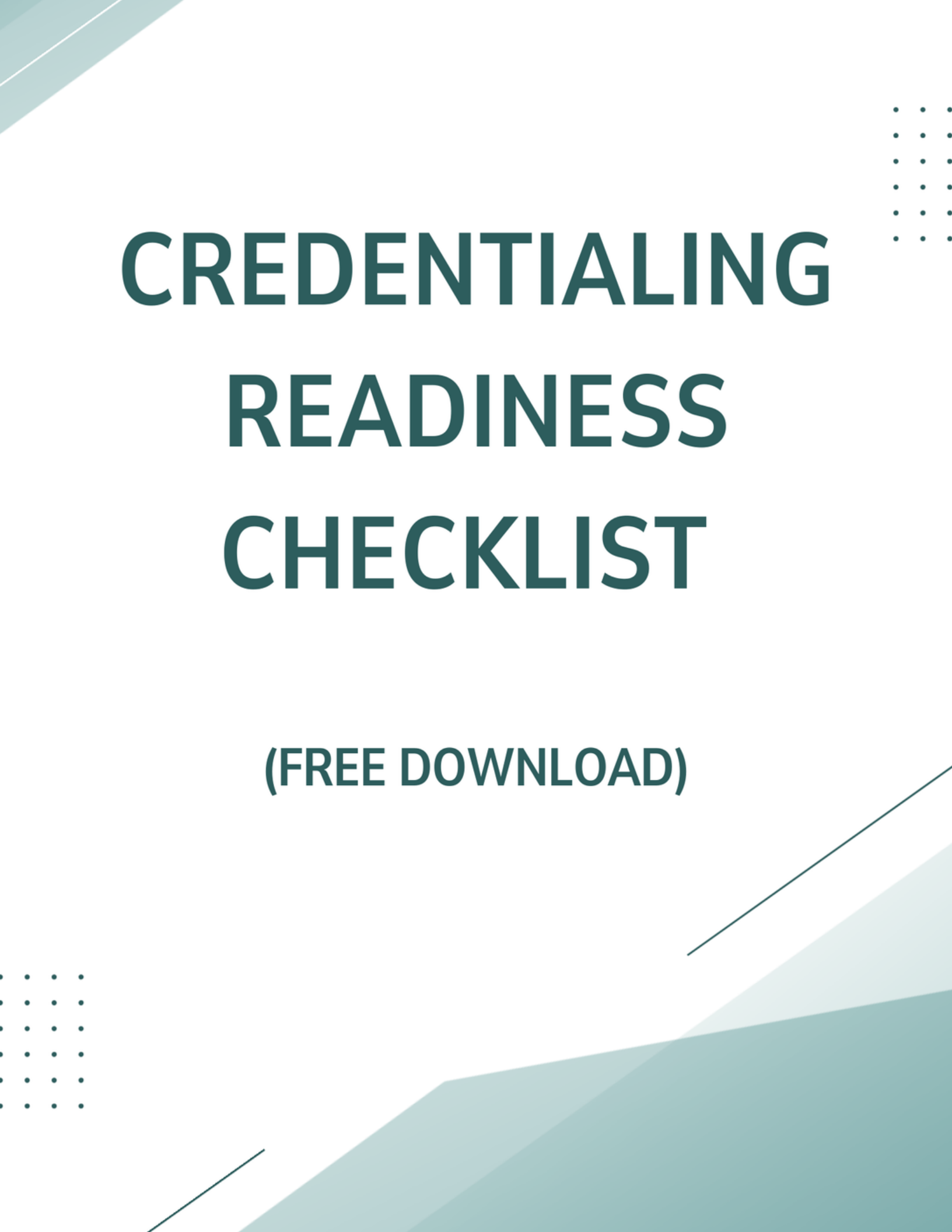




CREDENTIALING READINESS CHECKLIST

(FREE DOWNLOAD)



CREDENTIALING READINESS CHECKLIST

BEFORE YOU BEGIN CREDENTIALING, USE THIS CHECKLIST TO ENSURE YOU'RE ORGANIZED AND APPLICATION-READY.

THIS CHECKLIST IS DESIGNED TO HELP YOU STAY APPLICATION-READY AND AVOID DELAYS IN THE CREDENTIALING PROCESS.

CREDENTIALING CRITERIA

READINESS STATUS

1. Personal & Business Information

- ☐ Legal business name and DBA (if applicable)
- ☐ Tax ID (EIN) and W-9 form
- ☐ Current CV or résumé (updated within 90 days)
- ☐ Driver's license or government-issued ID

2. Licenses & Certifications

- ☐ State medical/professional license(s)
- ☐ DEA certificate (if applicable)
- ☐ Board certifications (specialty-specific)
- ☐ BLS/ACLS or other required trainings

3. NPI & Enrollment Details

- ☐ NPI (National Provider Identifier) confirmation
- ☐ CAQH profile created and up to date
- ☐ Malpractice insurance with current certificate
- ☐ Past malpractice claims (if any) documented

4. Practice & Employment History

- ☐ Complete work history for past 10 years (no gaps >30 days)
- ☐ Hospital affiliations and admitting privileges
- ☐ Explanation of any employment gaps
- ☐ References (professional and peer)

5. Payer & Documentation

- ☐ Payer enrollment forms completed (Medicare, Medicaid, commercial)
- ☐ Practice address, phone, fax, and contact details
- ☐ Billing and tax correspondence addresses
- ☐ Voided check or bank letter for direct deposit

6. Payer & Documentation

- ☐ Background check consent form signed
- ☐ OIG, SAM, NPDB reports reviewed/cleared
- ☐ Current liability coverage details
- ☐ Attestation forms (sanctions, disciplinary actions, etc.)

7. Final Review

- ☐ All documents scanned and organized in one folder
- ☐ Expiration dates tracked (licenses, insurance, DEA, etc.)
- ☐ Contact information verified and consistent across forms

- ☐ Ready to Submit
- ☐ Missing Information
- ☐ Needs Updates

NOTES & FOLLOW-UP ITEMS

CHECKLIST COMPLETED BY

I acknowledge that all information listed in this checklist is accurate and up to date.

Provider Signature

Date

CREDENTIALING TEAM USE ONLY

Reviewer Signature

Date