



Provider credentialing checklist

Medical professional info

FIRST _____ DATE _____

LAST _____

Application

- Request and collect the following information:
 - Name
 - Address
 - Education/training
 - Prior employment
 - Current CV
 - Board certifications
 - Controlled substance certificates
 - State licensure
 - Malpractice liability certificate
 - Personal and professional references
 - National Practitioner Data Bank (NPDB) self-query
 - Written statement seeking clinical privileges

- Make sure the application includes the following information:
 - Medical professional liability coverage
 - Suspension of privileges
 - Past claims history
 - DEA number
 - Criminal charges
 - Prior disciplinary actions
 - Board of Medical Examiners' investigations

- Initiate a background check

Background & verification

- Verify the following:
 - Current medical licensure in the state
 - Board certification/s
 - Hospital privileges
 - Professional liability insurance
 - Employment history
 - Closed and settled claims history with NPDB
 - Sanctions with the Office of Inspector General (OIG)
 - Prior sanctions by Medicare and Medicaid
 - Education/training through American Medical Association (AMA), American Osteopathic Association (AOA), or Educational Commission for Foreign Medical Graduates
 - Any other licenses they may have (such as a DEA license or CSL/CSR license)

- Review any time gaps in education or employment

Delineation of privileges

- Present files to the credentialing committees and facility stakeholders:
 - Set up meeting with the credentialing board directors
 - Get delineation of privileges reviewed and signed off on

- Create and provide an appointment letter

RESET