

Credentialing Documents

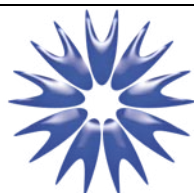
Credentialing - What is Required and Why	
Current CV	<ul style="list-style-type: none"> Keep this up to Date. Be complete; don't be modest, you are selling yourself and services on paper.
Application for ACP	<ul style="list-style-type: none"> Assists us in preparing future applications for facility credentialing.
Current State License	<ul style="list-style-type: none"> Must include All States licensed currently and list all in past. Insurance companies often require a copy of the current certificate.
Current RN license (NP)	<ul style="list-style-type: none"> Current RN license is needed to practice as a Nurse Practitioner. Insurance companies and facilities require a copy of this certificate.
Current National License	<ul style="list-style-type: none"> PA: www.NCCPA.net, a copy can be found here – <u>Verify PA</u> NP: a copy of your certification is needed – do not have an online option but you can pay approx. \$40 to get a replacement if you lost yours.
DEA License	<ul style="list-style-type: none"> Document needed if you are prescribing medicine. You need a separate one for every state you work in and some states require a Controlled Substance Certificate in addition to the DEA.
School Diplomas	<ul style="list-style-type: none"> All diplomas associated with your professional degree. Required by insurance companies for reimbursement. Copies/replacements can be obtained from your School's Office of Registrar. Delivery typically takes 4-6 weeks so plan ahead.
Drivers License	<ul style="list-style-type: none"> Facilities require this to comply with state regulations and for identification during background checks.
Picture	<ul style="list-style-type: none"> Please email a picture – this is requested by HR at many facilities.
References	<ul style="list-style-type: none"> 3 minimum – always get updated references at current facilities you work at. Ask doctors you have a good rapport with to write letters or fill out the ACP evaluation form, even if not currently needed. Do not get a reference from a professional/person that has a degree that is considered lower than your training level or holds a position not similar to your career path.
Background Check Form	<ul style="list-style-type: none"> Needed to do a proper background check. Please fill this out completely to avoid delays – it is required to be completed by all health care facilities. Required by law for health care facilities. You must include your SS# is asked.
NPI#	<ul style="list-style-type: none"> A copy of the letter sent by NPI offices (if you have it). This can also be found at www.npinumberlookup.org
Malpractice claim history	<ul style="list-style-type: none"> Any claims against you, even if dismissed. Copy of documents provided by malpractice insurance company. Do not hide or forget any cases; they will be found in the credentialing process.

Certifications in courses you have taken	<ul style="list-style-type: none"> • Examples: ACLS, BLS, CALS, ATLS, PALS, APLS, etc. • If you have a certificate for a course – include it with your credential papers.
Immunization History	<ul style="list-style-type: none"> • Measles, Mumps, Rubella, Varicella • Hepatitis B and record of immunization. • Hepatitis C if applicable – more facilities are now requiring this lab result. • A form stating “negative” is not sufficient; you must provide a copy of the actual lab results.
Tdap	<ul style="list-style-type: none"> • Many facilities require documentation of Pertussis booster.
TB test	<ul style="list-style-type: none"> • Up to date within the past 12 months – may require a 2-step at some locations. • If you ever tested positive, provide a yearly chest x-ray • Report from radiologist is needed as well as a TB questionnaire • TB questionnaire is available if needed. • May be substituted with Quatiferon gold test for T
Additional Documents or Information	<ul style="list-style-type: none"> • Proof of CME credits required to maintain your license – be prepared to provide proof of this CME credit. • If you provide any service that required special training – you may need to provide proof of this training • If there are other documents you feel are needed to explain anything in your credential process, they should be included.
Malpractice Insurance Carriers	<ul style="list-style-type: none"> • Malpractice insurance is often included most places you work. You should ask to have a copy of the certificate for a couple reasons: 1. It provides documentation that you are covered; 2. It is a common request to provide this information on future credential applications.
Gaps in Practice	<ul style="list-style-type: none"> • If you have a gap of more than one month in work history from the time you practiced in your profession, it must be explained. Examples: Took 3 months off to relocate and look for new position; or took time off to spend with family. • Provide month/year at the minimum for all required dates. (start and end of event if needed)

These are the documents you need in order to practice in YOUR profession. The credentialing process is in place because to maximize patient safety and required by organizations like JACHO and Hospital Associations. Your professional board or national agencies may audit your credential documents and require proof of these documents at any time.

Facilities require the above documents in order to be credentialed with them. It is always recommended to give as much information up front. It avoids delays when information is missing because it then needs to be researched.

Please go to www.ACPstaff.com for further information on credentialing topics, explanations of certain documents, CV suggestions and interview tips.



advanced care providers

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