



IMPORTANT

Advanced Care Providers



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"> All States licensed. Insurance companies require a copy of the yearly certificate.
Current RN license (NP)	<ul style="list-style-type: none"> 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 – Verify PA NP: a copy of your certification is needed
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.
School Diplomas	<ul style="list-style-type: none"> All associated with your 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.
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.
Background Check Form	<ul style="list-style-type: none"> Needed to do a proper background check. Please fill this out completely. Required by law for health care providers. You must include your SS#
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.npnumberlookup.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. If you have a certificate for a course – include it in your credentials papers.
Immunization history	<ul style="list-style-type: none"> Measles, Mumps, Rubella, Varicella Hepatitis B and record of immunization. Hepatitis C if applicable – some facilities are requiring. A form stating “negative” is not sufficient; you must provide a copy of the actual lab results.
TB test	<ul style="list-style-type: none"> Up to date within the past 12 months 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.
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 credit. Other items that regulate or justify your ability to practice, etc. Documents needed for credentialing and required for you to practice in your specific profession or specialty. If there are other documents you feel are needed to explain anything in your credential process, please include them.
Drug screen may be needed	<ul style="list-style-type: none"> Testing varies by location and may be needed. Save all results if they are returned to you. You may need repeat testing done for new positions or randomly.

**The state medical examining board can audit you and require proof of these documents at any time.
The majority of facilities require these documents in order to be credentialed with them.**



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These are the documents you need in order to practice in YOUR profession. (PA / NP)