



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