



## **Credentialing Checklist for Providers**

### **ADVANTAGES**

The initial online credentialing application process should take two hours at most. While this may seem lengthy, keep in mind that traditional credentialing consists of completing three to six separate forms, each requiring about two hours. With the CAQH Credentialing Database, the entire process is consolidated into a single application for participating plans. Even more time is saved when recredentialing; you need only update your database record rather than complete the entire application all over again. In addition to streamlining the overall credentialing process, you'll notice that this system has several specific advantages over traditional paper applications:

- Data is automatically saved as you move from screen to screen.
- To help prevent errors, the system automatically formats and applies logic to data entered.
- To save time, drop down lists are available where applicable. For example, choose your medical school from a list and the address automatically appears.
- To help ensure the application is complete, a data audit is run.
- If you don't have Internet access, you can call the CAQH Help Desk at 888-599-1771 and request an application be sent by mail. All you need to do is complete this paper copy and fax it back to a toll-free number.

### **WHAT YOU'LL NEED**

To make this process even easier, we've developed the following checklist of items you'll need to complete your application. Please gather the following before you sit down and begin your online credentialing application:

- Your CAQH Provider ID number
- A previously completed credentialing application (if you already have been credentialed)
- A list of all previous practice locations
- A copy of your curriculum vitae
- A copy of your medical license
- A copy of your DEA certificate
- A copy of your CDS certificate
- A copy of your IRS Form W-9
- Various identification numbers (UPIN, Medicare, Medicaid, etc.)
- A copy of your malpractice insurance face sheet and summary of any pending and settled cases

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## GETTING STARTED

Now you're ready to enter your information into the CAQH Credentialing Application Database. Please follow the instructions below to get started. Thank you for supporting this initiative. If you still have questions about the credentialing application process, please contact the Help Desk at 888-599-1771 or by sending an email to [caqh.updhelp@acsgs.com](mailto:caqh.updhelp@acsgs.com).

- Open Internet browser
- In the address box located at the top of your browser window, type the following address:  
<https://upd.caqh.org/oas/>
- Select the "Registration" button
- Enter your CAQH Provider ID number
- Continue to fill in your information and follow the instructions throughout.

If you are a practice administrator, you may register for the Practice Manager Module of CAQH. This will allow you to enter information for a practice only once. When new providers are added, you will be able to access the practice information already entered. The Practice Administrator Module can be accessed <https://upd.caqh.org/pmm/>

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