

# PDM/Credentialing Check List

The following PDM/Credentialing documents are needed for

## **Practitioner** Enrollment:

- Completed Provider Data Form
  
- CAQH must be current with an attestation less than 120 days old (Must authorize Centene Corporation / Celtic Insurance / Ambetter of TN access to Practitioner information)
  
- Upload the following documents to CAQH:
  - Tennessee State Medical License
  - Tennessee CDS License
  - Federal/State DEA Registration Certificate
  - Malpractice Insurance Policy Face Sheet (must show expiration date and policy limits)
  - Board Certification (if applicable)
  - W-9 (completed & signed; if Practitioners share same tax ID, only one W-9 needs to be submitted)
  - Hospital Privileges
  - Ownership and Disclosure Form (completed and signed)
  - Release of Information (ROI)
  - Collaborative Agreement for Nurse Practitioners and Physician Assistants (if applicable)
  - CLIA Certificate (if applicable)
  - ECFMG Certificate (if applicable)
  - Tennessee Standard Credentialing Application

The following PDM/Credentialing documents are needed for

**Hospital, Ancillary or Clinic** Enrollments:

- Accreditation/Certification by a nationally-recognized body (if not available, must attach Site Evaluation Results by a government agency within the last three (3) years. If greater than 3 years, explain.
- Current and Complete Hospital/Ancillary/Clinic Provider Credentialing Application (one per each Provider)
- Tennessee State Medical License
- Federal/State DEA Registration Certificate
- Malpractice Insurance Policy Face Sheet (must show expiration date and policy limits)
- Applicable Provider ID number (13 digits) or Proof of Submitted Application
- W-9 (completed & signed)
- Hospital Privileges
- Disclosure of Ownership and Control Interest Statement (completed and signed)
- Release of Information (ROI)
- CLIA Certificate (if applicable)
- Department of Health and Hospitals License (if applicable)
- Medicaid/Medicare Certification (if not certified, provide Proof of Participation)
- Pharmacy License