**Sample Credentialing/Recredentialing Checklist**

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| **Applicant Name:** | **Type of Application:**  Initial  Recredentialing | |
| **Position Title:** | **Credentialing Designee:** | |
| **Application Process Dates** | **⌧ or NA** |  |
|  |  | Application sent to Practitioner |
|  |  | Application returned to Credentialing Designee |
|  |  | Application verified as complete, signed, dated, clinical references provided; authorization to conduct CBC |
|  |  | If incomplete, returned to Practitioner |
|  |  | Application resubmitted |
|  |  | Application verified as complete, signed, dated, clinical reference provided; authorization to conduct CBC |
| **PSV Verification Dates** | **⌧ or NA** |  |
|  | All Licensed Independent Practitioners: | |
|  |  | Resume/CV with 5 year work history; gaps explained |
|  |  | Photo ID |
|  |  | Verification of Highest education completed |
|  |  | NPI Number |
|  |  | State License (LARA) #:  Expiration Date: |
|  |  | Criminal Background Check |
|  |  | Central Registry Check |
|  |  | Recipient Rights Database of Complaints |
|  |  | Grievance and Appeals Database |
|  |  | Professional Liability Policy, if not included under agency |
|  |  | Clinical Reference Checks: #1  #2  #3 |
|  |  | NPDB Query or in lieu of NPDB:   * Minimum five-year history of professional liability claims resulting in a judgment or settlement; * Disciplinary status with regulatory board or agency; and * Medicare/Medicaid sanctions (OIG/SAM). |
|  | Physicians and Mid-levels Only: | |
|  |  | Controlled Substance #  Expiration: |
|  |  | DEA Registration #  Expiration: |
|  |  | Board Certification, if applicable |
| *\*AOA or AMA physician profile may be used to satisfy PSV requirements of licensure, board certification, education and academic status* | | |
| **Decision Process Dates** | **⌧ or NA** |  |
|  |  | Clean file signed by designee |
|  |  | File submitted to credentialing committee |
|  |  | Committee decision rendered |
|  |  | Applicant notified of decision |
|  |  | Recredentialing date established (within two years) |