



## Credentialing Checklist

**The following items must be included with the Provider's credentialing application.**

Please include this completed checklist when submitting the application to Crescent Health Solutions.

**NOTE: Incomplete applications cannot be processed until all information and documentation is received.**

**Provider** \_\_\_\_\_ **Title** \_\_\_\_\_

**Practice Name** \_\_\_\_\_

Indicate N/A if not applicable to the Provider.

- \_\_\_\_\_ **North Carolina Uniform Application**  
All information must be current, and all fields must be completed. Attach separate page if needed.
- \_\_\_\_\_ **Attestation**  
Must be signed and dated by Provider
- \_\_\_\_\_ **Anti-Trust Policy**  
Must be signed and dated by Provider
- \_\_\_\_\_ **Copy of original NC License**  
Initial Provider **Credentialing only**
- \_\_\_\_\_ **Current NC Medical Board Registration**  
Must have valid issue and expiration dates
- \_\_\_\_\_ **W9 Form**  
For multiple participating practices, provide a W9 for each Tax ID
- \_\_\_\_\_ **Copy of current NC DEA Certificate**  
Must have valid issue and reference current address
- \_\_\_\_\_ **Copy of Face Sheet of current Certificate of Liability Insurance**  
Indicating by name, Provider(s) covered, coverage amounts, effective date, policy number
- \_\_\_\_\_ **Complete Curriculum Vitae**  
Include the practice the Provider is applying to be credentialed and explanation of any work gaps
- \_\_\_\_\_ **Copy of certificate from national specialty board (i.e., American Board of Family Medicine)**  
For non-physicians, provide certificate of certified specialty affiliation (i.e., NCCPA, AANP)
- \_\_\_\_\_ **Supervising Letter from MD for PA and PA-C**  
Must state that they are the supervising physician and be signed and dated by the supervising physician
- \_\_\_\_\_ **Copy of Educational Commission of Foreign Medical Graduates Certificate (ECFMG)**  
If applicable
- \_\_\_\_\_ **Copy of CLIA/ACR ((Clinical Laboratory Improvement Amendments, American College of Radiology)**  
If applicable