

# Individual Provider Credentialing Application

## Application Instructions

In order to comply with Ohio laws, the following **Individual Provider Credentialing Application** is required for all dentists applying for network participation. Please complete the sections outlined in red on the following pages of this **Application**.


As referenced on the **Application**, if you should require a **Supplemental Form** or need to reference a **Table**, visit the **Dentist Support Center** on our website at [superiordental.com](http://superiordental.com).

## Provider Type, Specialty and Language Codes

Codes will be needed to complete portions of the application. The code lists for these sections are available on the next page for your convenience.

## Required Dentist Agreement and W-9 Form

After submitting your online **Application**, please complete a **Summary Disclosure and Dentist Participation Agreement** and **W-9 Form**. These forms are available in the **Dentist Support Center** on the SDC website—they can be found below the application. Once complete, please send these forms and any other supporting documentation to SDC by mail or fax:

 **Superior Dental Care**  
**Attn: Dental Services**  
**6683 Centerville Business Parkway**  
**Centerville, OH 45459**

 **(866) 788-7301**

If you have any questions, please contact Dental Services at **(937) 438-0283**.

*Please be aware that SDC's minimum professional liability coverage requirements are \$1 million/incident, \$3 million/aggregate for Oral Surgeons and \$200,000/incident, \$600,000/aggregate for General Dentists and all other specialties.*

## Provider Type, Specialty and Language Codes

The following codes will be needed to complete the application:

### Provider Type Codes (page 1, section 1)

|     |                                 |
|-----|---------------------------------|
| 002 | Doctor of Dental Surgery (DDS)  |
| 003 | Doctor of Dental Medicine (DMD) |

### Specialty Codes – DDS / DMD (page 5, section 3)

|     |   |
|-----|---|
| 2   | Dentist   |
| 13  | Dentist, Dental Public Health                     |
| 14  | Dentist, Endodontics                              |
| 438 | Dentist, General Practice                         |
| 16  | Dentist, Oral and Maxillofacial Pathology         |
| 439 | Dentist, Oral and Maxillofacial Radiology         |
| 20  | Dentist, Oral and Maxillofacial Surgery           |
| 15  | Dentist, Orthodontics and Dentofacial Orthopedics |
| 17  | Dentist, Pediatric Dentistry                      |
| 18  | Dentist, Periodontics                             |
| 19  | Dentist, Prosthodontics                           |

### Language Codes (page 1, section 1 and page 10, section 4)

|     |                |     |                 |     |                 |     |            |
|-----|----------------|-----|-----------------|-----|-----------------|-----|------------|
| 001 | Abkhazian      | 036 | Frisian         | 071 | Macedonian      | 106 | Slovak     |
| 002 | Afan (Oromo)   | 037 | Galician        | 072 | Malagasy        | 107 | Slovenian  |
| 003 | Afar           | 038 | Georgian        | 073 | Malay           | 108 | Somali     |
| 004 | Afrikaans      | 039 | German          | 074 | Malayalam       | 109 | Spanish    |
| 005 | Albanian       | 040 | Greek           | 075 | Maltese         | 110 | Sundanese  |
| 006 | Amharic        | 041 | Greenlandic     | 076 | Maori           | 111 | Swahili    |
| 007 | Arabic         | 042 | Guarani         | 077 | Marathi         | 112 | Swedish    |
| 008 | Armenian       | 043 | Gujarati        | 078 | Moldavian       | 113 | Tagalog    |
| 009 | Assamese       | 044 | Hausa           | 079 | Mongolian       | 114 | Tajik      |
| 010 | Zerbajjani     | 045 | Hebrew          | 080 | Nauru           | 115 | Tamil      |
| 011 | Bashkir        | 046 | Hindi           | 081 | Nepali          | 116 | Tatar      |
| 012 | Basque         | 047 | Hungarian       | 082 | Norwegian       | 117 | Telugu     |
| 013 | Bengali;Bangla | 048 | Icelandic       | 083 | Occitan         | 118 | Thai       |
| 014 | Bhutani        | 049 | Indonesian      | 084 | Oriya           | 119 | Tibetan    |
| 015 | Bihari         | 050 | Interlingua     | 085 | Pashto;Pushto   | 120 | Tigrinya   |
| 016 | Bislama        | 051 | Interlingue     | 086 | Persian (Farsi) | 121 | Tonga      |
| 017 | Breton         | 052 | Inuktitut       | 087 | Polish          | 122 | Tsonga     |
| 018 | Bulgarian      | 053 | Inupiak         | 088 | Portuguese      | 123 | Turkish    |
| 019 | Burmese        | 054 | Irish           | 089 | Punjabi         | 124 | Turkmen    |
| 020 | Byelorussian   | 055 | Italian         | 090 | Quechua         | 125 | Twi        |
| 021 | Cambodian      | 056 | Japanese        | 091 | Rhaeto-Romance  | 126 | Uigur      |
| 022 | Catalan        | 057 | Javanese        | 092 | Romanian        | 127 | Ukrainian  |
| 023 | Chinese        | 058 | Kannada         | 093 | Russian         | 128 | Urdu       |
| 024 | Corsican       | 059 | Kashmiri        | 094 | Samoan          | 129 | Uzbek      |
| 025 | Croatian       | 060 | Kazakh          | 095 | Sangho          | 130 | Vietnamese |
| 026 | Czech          | 061 | Kinyarwanda     | 096 | Sanskrit        | 131 | Volapuk    |
| 027 | Danish         | 062 | Kirghiz         | 097 | Scot Gaelic     | 132 | Welsh      |
| 028 | Dutch          | 063 | Kurundi         | 098 | Serbian         | 133 | Wolof      |
| 140 | English        | 064 | Korean          | 099 | Serbo-Croatian  | 134 | Xhosa      |
| 030 | Esperanto      | 065 | Kurdish         | 100 | Sesotho         | 135 | Yiddish    |
| 031 | Estonian       | 066 | Laothian        | 101 | Setswana        | 136 | Yoruba     |
| 032 | Faroese        | 067 | Latin           | 102 | Shona           | 10  | Zerbajjani |
| 033 | Fiji           | 068 | Latvian;Lettish | 103 | Sindhi          | 137 | Zhua       |
| 034 | Finnish        | 069 | Lingala         | 104 | Singhalese      | 138 | Zulu       |
| 035 | French         | 070 | Lithuanian      | 105 | Siswati         |     |            |



\* REQUIRED RESPONSE. NO RESPONSE MAY CAUSE PROCESSING DELAYS AND REQUIRE FOLLOW-UP.

**Section 1 Personal Information and Professional IDs (Continued)**

**Professional IDs**

Include all state licenses, DEA Registration and State Controlled Dangerous Substance (CDS) certification numbers.

Provide all current and previous licenses/certifications.

Non-licensed professionals should enter certification/registration number in the space provided for license number.

If you have additional Professional IDs to report, use the Professional IDs Supplemental Form on page 19.

FEDERAL DEA NUMBER

DEA ISSUE DATE

DEA STATE OF REGISTRATION

DEA EXPIRATION DATE

CDS CERTIFICATE NUMBER

CDS ISSUE DATE

CDS STATE OF REGISTRATION

CDS EXPIRATION DATE

STATE LICENSE NUMBER

LICENSE ISSUING STATE

LICENSE ISSUE DATE

IF THIS IS A STATE LICENSE, ARE YOU CURRENTLY PRACTICING IN THIS STATE?  YES  NO

LICENSE EXPIRATION DATE

LICENSE STATUS CODE

Code list is found on page 36; use license status codes. Enter 3-digit code in space provided.

LICENSE TYPE

Code list is found on page 36; use provider type codes. Enter 3-digit code in space provided.

STATE LICENSE NUMBER

LICENSE ISSUING STATE

LICENSE ISSUE DATE

IF THIS IS A STATE LICENSE, ARE YOU CURRENTLY PRACTICING IN THIS STATE?  YES  NO

LICENSE EXPIRATION DATE

LICENSE STATUS CODE

Code list is found on page 36; use license status codes. Enter 3-digit code in space provided.

LICENSE TYPE

Code list is found on page 36; use provider type codes. Enter 3-digit code in space provided.

**Other ID Numbers**

If you have additional Professional IDs to report, use the Professional IDs Supplemental Form on page 19.

ARE YOU A PARTICIPATING MEDICARE PROVIDER?  YES  NO

MEDICARE NUMBER

UPIN

ARE YOU A PARTICIPATING MEDICAID PROVIDER?  YES  NO

MEDICAID NUMBER

MEDICAID STATE

INDIVIDUAL NPI - TYPE 1

USMLE NUMBER (WITHOUT HYPHENS)

WORKERS COMPENSATION NUMBER

ECFMG NUMBER (NON-U.S./CANADIAN GRADUATE ONLY)

ECFMG CERTIFICATE ISSUE DATE (NON-U.S./CANADIAN GRADUATE ONLY)

**Section 2**

**Education and Training**

**Undergraduate School(s)**

Provide the appropriate information for the school that issued your undergraduate degree and all schools attended.

**Professional School(s)**

Provide the appropriate information for the school that issued your professional degree.

Fifth Pathway Graduates please complete the following sections: U.S. School that issued your certificate, the Non-U.S. School where you attended, and the Fifth Pathway institution where you completed your training on Supplemental Page 20.

Code lists are found on pages 36-43. Enter the associated 3-digit code in the space provided.

If you have additional Undergraduate or Professional Schools to report, use the Education Supplemental Form on page 20.

**UNDERGRADUATE SCHOOL**

Official name of undergraduate school input field

OFFICIAL NAME OF UNDERGRADUATE SCHOOL

Address input field

ADDRESS

City, State, and ZIP/Postal code input fields

CITY

STATE

ZIP/POSTAL CODE

Country code, telephone, and fax input fields

COUNTRY CODE

TELEPHONE

FAX

Start date input field (MMYYYY)

START DATE

End date (graduation date) input field (MMYYYY)

END DATE (GRADUATION DATE)

Degree awarded input field

DEGREE AWARDED

Did you complete your undergraduate education at this school? YES/NO

**GRADUATE TYPE\*:**

U.S. OR CANADIAN GRADUATE, NON-U.S./CANADIAN GRADUATE, FIFTH PATHWAY GRADUATE

**U.S. OR CANADIAN SCHOOL**

SCHOOL CODE (U.S./CANADIAN ONLY)

NAME OF U.S./CANADIAN SCHOOL:

Start date\* input field (MMYYYY)

START DATE\*

End date (graduation date)\* input field (MMYYYY)

END DATE (GRADUATION DATE)\*

Degree awarded input field

DEGREE AWARDED

Did you complete your graduate education at this school? YES/NO

**NON - U.S. OR CANADIAN SCHOOL**

Official name of non-U.S. professional school input field

OFFICIAL NAME OF NON-U.S. PROFESSIONAL SCHOOL

Address input field

ADDRESS

City, Country Code, and Postal Code input fields

CITY

COUNTRY CODE

POSTAL CODE

Start date\* input field (MMYYYY)

START DATE\*

End date (graduation date)\* input field (MMYYYY)

END DATE (GRADUATION DATE)\*

Degree awarded input field

DEGREE AWARDED

Did you complete your graduate education at this school? YES/NO

**Section 3 Professional / Medical Specialty Information**

**Primary Specialty**

Code lists are found on pages 36-43. Enter the associated 3-digit code in the space provided.

SPECIALTY CODE  INITIAL CERTIFICATION DATE MMDDYYYY

DO YOU WISH TO BE LISTED IN THE DIRECTORY UNDER THIS SPECIALTY? HMO  YES  NO

BOARD CERTIFIED?  YES  NO RECERTIFICATION DATE (IF APPLICABLE) MMDDYYYY

PPO  YES  NO

CERTIFYING BOARD CODE  EXPIRATION DATE (IF APPLICABLE) MMDDYYYY

POS  YES  NO

IF NOT BOARD CERTIFIED (SELECT ONE)  I HAVE TAKEN EXAM, RESULTS PENDING FOR  CERTIFYING BOARD CODE

I INTEND TO SIT FOR AN EXAM ON MMDDYYYY

I DO NOT INTEND TO TAKE A CERTIFYING BOARD EXAM.

IF YOU INDICATED THAT YOU DID NOT INTEND TO TAKE A CERTIFYING BOARD EXAM, PLEASE USE THE FOLLOWING SPACE TO EXPLAIN, OTHERWISE LEAVE THE SPACE BLANK.

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**Secondary Specialty**

Code lists are found on pages 36-43. Enter the associated 3-digit code in the space provided.

If you have additional Professional / Medical Specialties to report, use the Additional Specialties Supplemental Form on page 22.

SPECIALTY CODE  INITIAL CERTIFICATION DATE MMDDYYYY

DO YOU WISH TO BE LISTED IN THE DIRECTORY UNDER THIS SPECIALTY? HMO  YES  NO

BOARD CERTIFIED?  YES  NO RECERTIFICATION DATE (IF APPLICABLE) MMDDYYYY

PPO  YES  NO

CERTIFYING BOARD CODE  EXPIRATION DATE (IF APPLICABLE) MMDDYYYY

POS  YES  NO

IF NOT BOARD CERTIFIED (SELECT ONE)  I HAVE TAKEN EXAM, RESULTS PENDING FOR  CERTIFYING BOARD CODE

I INTEND TO SIT FOR AN EXAM ON MMDDYYYY

I DO NOT INTEND TO TAKE A CERTIFYING BOARD EXAM.

IF YOU INDICATED THAT YOU DID NOT INTEND TO TAKE A CERTIFYING BOARD EXAM, PLEASE USE THE FOLLOWING SPACE TO EXPLAIN, OTHERWISE LEAVE THE SPACE BLANK.

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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\* REQUIRED RESPONSE. NO RESPONSE MAY CAUSE PROCESSING DELAYS AND REQUIRE FOLLOW-UP.

**Section 4 Practice Location Information**

**Primary Practice Location**

**NOTE: IF YOU INDICATED THAT YOU PRACTICE EXCLUSIVELY WITHIN THE INPATIENT SETTING ON PAGE 1, YOU ARE ONLY REQUIRED TO COMPLETE THE CREDENTIALING CONTACT QUESTION ABOVE. SECTION 4 MAY BE LEFT BLANK. YOU MAY PROCEED TO SECTION 5 ON PAGE 11.**

CURRENTLY PRACTICING AT THIS ADDRESS?  YES  NO IF NO, WHAT IS YOUR EXPECTED START DATE?  M  M  D  D  Y  Y  Y  Y

PHYSICIAN GROUP / PRACTICE NAME TO APPEAR IN DIRECTORY (DO NOT ABBREVIATE)\*

GROUP / CORPORATE NAME AS IT APPEARS ON W-9, IF DIFFERENT FROM ABOVE (DO NOT ABBREVIATE)

NUMBER\* STREET\* SUITE/BUILDING

CITY\* STATE\* ZIP CODE\*

SEND GENERAL CORRESPONDENCE HERE?\*  YES  NO TELEPHONE\* FAX

OFFICE E-MAIL ADDRESS

TAX ID ORGANIZATION NPI - TYPE 2

If you have additional practice locations, use the Supplemental Practice Location Information Form on pages 25-29.

**NOTE:** "General Correspondence" refers to any correspondence that might be sent to the provider that does not solely relate to credentialing or billing information.

**TIP** Your Individual Tax ID is assumed to be your Primary Tax ID unless you specify otherwise to the right.

**Office Manager or Business Office Staff Contact**

LAST NAME\*

FIRST NAME\* M.I.

TELEPHONE\* FAX

E-MAIL ADDRESS

List each contact separately. You may use the check boxes below for convenience. Do not write instructions like "see above". These responses will be rejected and will require follow-up.

**Billing Contact**

CHECK HERE TO USE OFFICE MANAGER AND OFFICE ADDRESS AS BILLING INFORMATION

LAST NAME\*

FIRST NAME\* M.I.

NUMBER\* STREET\* SUITE/BUILDING

CITY\* STATE\* ZIP CODE\*

TELEPHONE\* FAX

E-MAIL ADDRESS

**NOTE:** Even if you checked the box above, please provide the E-mail Address of the Billing Contact.



\* REQUIRED RESPONSE. NO RESPONSE MAY CAUSE PROCESSING DELAYS AND REQUIRE FOLLOW-UP.

**Section 4 Practice Location Information (Continued)**

**Payment and Remittance**

YOUR "CHECK PAYABLE TO" INFORMATION SHOULD BE CONSISTENT WITH YOUR W-9.

ELECTRONIC BILLING CAPABILITIES?  YES  NO

BILLING DEPARTMENT (IF HOSPITAL-BASED)

CHECK PAYABLE TO\*

CHECK HERE TO USE OFFICE MANAGER AND OFFICE ADDRESS AS PAYEE INFORMATION

LAST NAME\*  
 FIRST NAME\* M.I.  
 NUMBER\* STREET\* SUITE/BUILDING  
 CITY\* STATE\* ZIP CODE\*  
 TELEPHONE\* FAX  
 E-MAIL ADDRESS

**NOTE:**

Even if you checked the box above, please provide the E-mail Address of the Payee Contact.

**Office Hours**

(USE HHMM FORMAT AND ROUND TO THE NEAREST HALF-HOUR)

|           | START | A=AM<br>P=PM | END | A=AM<br>P=PM |          | START | A=AM<br>P=PM | END | A=AM<br>P=PM |
|-----------|-------|--------------|-----|--------------|----------|-------|--------------|-----|--------------|
| MONDAY    |       |              |     |              | FRIDAY   |       |              |     |              |
| TUESDAY   |       |              |     |              | SATURDAY |       |              |     |              |
| WEDNESDAY |       |              |     |              | SUNDAY   |       |              |     |              |
| THURSDAY  |       |              |     |              |          |       |              |     |              |

**NOTE:**

After hours back office telephone will be used only by the health plan and will not be published under any circumstances.

24/7 PHONE COVERAGE?  YES  NO

IF YES ANSWERING SERVICE  VOICE MAIL WITH INSTRUCTIONS TO CALL ANSWERING SERVICE  VOICE MAIL WITH OTHER INSTRUCTIONS

AFTER HOURS BACK OFFICE TELEPHONE

**Open Practice Status**

ACCEPT NEW PATIENTS INTO THIS PRACTICE?  YES  NO

ACCEPT ALL NEW PATIENTS?  YES  NO

ACCEPT EXISTING PATIENTS WITH CHANGE OF PAYOR?  YES  NO

ACCEPT NEW MEDICARE PATIENTS?  YES  NO

ACCEPT NEW PATIENTS WITH PHYSICIAN REFERRAL?  YES  NO

ACCEPT NEW MEDICAID PATIENTS?  YES  NO

IF ANY OF THE ABOVE INFORMATION VARIES BY PLAN, EXPLAIN (USE BOTH LINES IF REQUIRED)

ARE THERE ANY PRACTICE LIMITATIONS?  YES  NO

IF YES GENDER LIMITATIONS  MALE ONLY  NONE  FEMALE ONLY

AGE LIMITATIONS  MINIMUM AGE  MAXIMUM AGE

LIST OTHER LIMITATIONS

\* REQUIRED RESPONSE. NO RESPONSE MAY CAUSE PROCESSING DELAYS AND REQUIRE FOLLOW-UP.

### Section 4

### Practice Location Information (Continued)

#### Languages

Code lists are found on pages 37. Enter the associated 3-digit code in the space provided.

**LANGUAGES**

NON-ENGLISH LANGUAGES SPOKEN BY OFFICE PERSONNEL

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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| LANGUAGE CODE        |                      |                      | LANGUAGE CODE        |                      |                      | LANGUAGE CODE        |                      |                      | LANGUAGE CODE        |                      |                      | LANGUAGE CODE        |                      |                      |

INTERPRETERS AVAILABLE?  YES  NO

LANGUAGES INTERPRETED

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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| LANGUAGE CODE        |                      |                      | LANGUAGE CODE        |                      |                      | LANGUAGE CODE        |                      |                      | LANGUAGE CODE        |                      |                      |

#### Accessibilities

DOES THIS OFFICE MEET ADA ACCESSIBILITY REQUIREMENTS?\*  YES  NO

DOES THIS SITE OFFER HANDICAPPED ACCESS FOR THE FOLLOWING

|   |   |  |
|---|---|--|
| BUILDING?* <input type="checkbox"/> YES <input type="checkbox"/> NO | TEXT TELEPHONY (TTY)* <input type="checkbox"/> YES <input type="checkbox"/> NO                | ACCESSIBLE BY PUBLIC TRANSPORTATION?* <input type="checkbox"/> YES <input type="checkbox"/> NO |
| PARKING?* <input type="checkbox"/> YES <input type="checkbox"/> NO  | AMERICAN SIGN LANGUAGE* <input type="checkbox"/> YES <input type="checkbox"/> NO              | BUS* <input type="checkbox"/> YES <input type="checkbox"/> NO                                  |
| RESTROOM?* <input type="checkbox"/> YES <input type="checkbox"/> NO | MENTAL/PHYSICAL IMPAIRMENT SERVICES* <input type="checkbox"/> YES <input type="checkbox"/> NO | SUBWAY* <input type="checkbox"/> YES <input type="checkbox"/> NO                               |
| <input type="text"/>  | <input type="text"/>  | <input type="text"/>   |
| OTHER HANDICAPPED ACCESS  | OTHER DISABILITY SERVICES   | OTHER TRANSPORTATION ACCESS  |

#### Services

Does this location provide any of the following services?

LABORATORY SERVICES?  YES  NO IF YES, PROVIDE ACCREDITING/CERTIFYING PROGRAM (E.G., CLIA, COLA, MLE)

RADIOLOGY SERVICES?  YES  NO IF YES, PROVIDE X-RAY CERTIFICATION TYPE

|  |   |   |  |
|--|---|---|--|
| EKGs? <input type="checkbox"/> YES <input type="checkbox"/> NO                       | ALLERGY INJECTIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO            | ALLERGY SKIN TESTING? <input type="checkbox"/> YES <input type="checkbox"/> NO      | ROUTINE OFFICE GYNECOLOGY (PELVIC/PAP)? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DRAWING BLOOD? <input type="checkbox"/> YES <input type="checkbox"/> NO              | AGE APPROPRIATE IMMUNIZATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO | FLEXIBLE SIGMOIDOSCOPY? <input type="checkbox"/> YES <input type="checkbox"/> NO    | TYMPANOMETRY/AUDIOMETRY SCREENING? <input type="checkbox"/> YES <input type="checkbox"/> NO      |
| ASTHMA TREATMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO           | OSTEOPATHIC MANIPULATION? <input type="checkbox"/> YES <input type="checkbox"/> NO      | IV HYDRATION/TREATMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO    | CARDIAC STRESS TEST? <input type="checkbox"/> YES <input type="checkbox"/> NO                    |
| PULMONARY FUNCTION TESTING? <input type="checkbox"/> YES <input type="checkbox"/> NO | PHYSICAL THERAPY? <input type="checkbox"/> YES <input type="checkbox"/> NO              | CARE OF MINOR LACERATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO |  |

IS ANESTHESIA ADMINISTERED IN YOUR OFFICE?  YES  NO IF YES, WHAT CLASS/CATEGORY DO YOU USE?

IF YES, WHO ADMINISTERS IT?

LAST NAME FIRST NAME

TYPE OF PRACTICE (SELECT ONE ONLY)\*  SOLO PRACTICE  SINGLE SPECIALTY GROUP  MULTI-SPECIALTY GROUP

ADDITIONAL OFFICE PROCEDURES PROVIDED (INCLUDING SURGICAL PROCEDURES)

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Section 4 Practice Location Information (Continued)**

**Partners/ Associates**

Code lists are found on pages 36-43. Enter the associated 3-digit code in the space provided.

If you have additional partners/associates at THIS location, use the Partner/Associate Supplemental Form on page 23. Photocopy as necessary. Be certain to check "Primary Location" at the top of the page.

**LIST ALL PARTNERS/ASSOCIATES AT THIS PRACTICE**

|                      |                      |                            |                           |
|----------------------|----------------------|----------------------------|---------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>      |
| LAST NAME            |                      | SPECIALTY CODE             | COVERING COLLEAGUE (Y/N)? |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>      |
| FIRST NAME           | M.I.                 | PROVIDER TYPE (CODE PG 36) |                           |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>      |
| LAST NAME            |                      | SPECIALTY CODE             | COVERING COLLEAGUE (Y/N)? |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>      |
| FIRST NAME           | M.I.                 | PROVIDER TYPE (CODE PG 36) |                           |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>      |
| LAST NAME            |                      | SPECIALTY CODE             | COVERING COLLEAGUE (Y/N)? |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>      |
| FIRST NAME           | M.I.                 | PROVIDER TYPE (CODE PG 36) |                           |

**Covering Colleagues**

Code lists are found on pages 36-43. Enter the associated 3-digit code in the space provided.

If you have additional covering colleagues that are not partners at THIS location, use the Covering Colleagues Supplemental Form on page 24. Photocopy as necessary. Be certain to check "Primary Location" at the top of the page.

**LIST ALL COVERING COLLEAGUES THAT ARE NOT PARTNERS/ASSOCIATES AT THIS PRACTICE**

|                      |                      |                            |                      |
|----------------------|----------------------|----------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/> |
| LAST NAME            |                      | SPECIALTY CODE             |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/> |
| FIRST NAME           | M.I.                 | PROVIDER TYPE (CODE PG 36) |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/> |
| LAST NAME            |                      | SPECIALTY CODE             |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/> |
| FIRST NAME           | M.I.                 | PROVIDER TYPE (CODE PG 36) |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/> |
| LAST NAME            |                      | SPECIALTY CODE             |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/> |
| FIRST NAME           | M.I.                 | PROVIDER TYPE (CODE PG 36) |                      |

**Section 5 Hospital Affiliations**

**Admitting Arrangements**

|                                   |                              |                             |  |
|-----------------------------------|------------------------------|-----------------------------|--|
| DO YOU HAVE HOSPITAL PRIVILEGES?* | <input type="checkbox"/> YES | <input type="checkbox"/> NO | IF YOU DO NOT ADMIT PATIENTS, WHAT TYPE OF ADMITTING ARRANGEMENTS DO YOU HAVE? |
|                                   |                              |                             | <input type="text"/>   |
|                                   |                              |                             | <input type="text"/>   |
|                                   |                              |                             | <input type="text"/>   |
|                                   |                              |                             | <input type="text"/>   |





**Section 8**

**Disclosure Questions**

**Disclosure Questions**

Answer all questions. For any "Yes" response, provide an explanation on the Supplemental Disclosure Question Explanation Form on page 34.

**Allied Health Providers**

If you are an Allied Health Provider and you do not believe a question is applicable to you, you should answer the question "NO".

**LICENSURE**

- 1.  YES  NO Has your license, registration or certification to practice in your profession, ever been voluntarily or involuntarily relinquished, denied, suspended, revoked, restricted, or have you ever been subject to a fine, reprimand, consent order, probation or any conditions or limitations by any state or professional licensing, registration or certification board?\*
- 2.  YES  NO Has there been any challenge to your licensure, registration or certification?\*

**HOSPITAL PRIVILEGES AND OTHER AFFILIATIONS**

- 3.  YES  NO Have your clinical privileges or medical staff membership at any hospital or healthcare institution, voluntarily or involuntarily, ever been denied, suspended, revoked, restricted, denied renewal or subject to probationary or to other disciplinary conditions (for reasons other than non-completion of medical record when quality of care was not adversely affected) or have proceedings toward any of those ends been instituted or recommended by any hospital or healthcare institution, medical staff or committee, or governing board?\*
- 4.  YES  NO Have you voluntarily or involuntarily surrendered, limited your privileges or not reapplied for privileges while under investigation?\*
- 5.  YES  NO Have you ever been terminated for cause or not renewed for cause from participation, or been subject to any disciplinary action, by any managed care organizations (including HMOs, PPOs, or provider organizations such as IPAs, PHOs)?\*

**EDUCATION, TRAINING AND BOARD CERTIFICATION**

- 6.  YES  NO Were you ever placed on probation, disciplined, formally reprimanded, suspended or asked to resign during an internship, residency, fellowship, preceptorship or other clinical education program? If you are currently in a training program, have you been placed on probation, disciplined, formally reprimanded, suspended or asked to resign?\*
- 7.  YES  NO Have you ever, while under investigation or to avoid an investigation, voluntarily withdrawn or prematurely terminated your status as a student or employee in any internship, residency, fellowship, preceptorship, or other clinical education program?\*
- 8.  YES  NO Have any of your board certifications or eligibility ever been revoked?\*
- 9.  YES  NO Have you ever chosen not to re-certify or voluntarily surrendered your board certification(s) while under investigation?\*

**DEA OR STATE CONTROLLED SUBSTANCE REGISTRATION**

- 10.  YES  NO Have your Federal DEA and/or State Controlled Dangerous Substances (CDS) certificate(s) or authorization(s) ever been challenged, denied, suspended, revoked, restricted, denied renewal, or voluntarily or involuntarily relinquished?\*

**MEDICARE, MEDICAID OR OTHER GOVERNMENTAL PROGRAM PARTICIPATION**

- 11.  YES  NO Have you ever been disciplined, excluded from, debarred, suspended, reprimanded, sanctioned, censured, disqualified or otherwise restricted in regard to participation in the Medicare or Medicaid program, or in regard to other federal or state governmental healthcare plans or programs?\*

**OTHER SANCTIONS OR INVESTIGATIONS**

- 12.  YES  NO Are you currently the subject of an investigation by any hospital, licensing authority, DEA or CDS authorizing entities, education or training program, Medicare or Medicaid program, or any other private, federal or state health program or a defendant in any civil action that is reasonably related to your qualifications, competence, functions, or duties as a medical professional for alleged fraud, an act of violence, child abuse or a sexual offense or sexual misconduct?\*
- 13.  YES  NO To your knowledge, has information pertaining to you ever been reported to the National Practitioner Data Bank or Healthcare Integrity and Protection Data Bank?\*
- 14.  YES  NO Have you ever received sanctions from or are you currently the subject of investigation by any regulatory agencies (e.g., CLIA, OSHA, etc.)?\*
- 15.  YES  NO Have you ever been convicted of, pled guilty to, pled nolo contendere to, sanctioned, reprimanded, restricted, disciplined or resigned in exchange for no investigation or adverse action within the last ten years for sexual harassment or other illegal misconduct?\*
- 16.  YES  NO Are you currently being investigated or have you ever been sanctioned, reprimanded, or cautioned by a military hospital, facility, or agency, or voluntarily terminated or resigned while under investigation or in exchange for no investigation by a hospital or health care facility of any military agency?\*

**PROFESSIONAL LIABILITY INSURANCE INFORMATION AND CLAIMS HISTORY**

- 17.  YES  NO Has your professional liability coverage ever been cancelled, restricted, declined or not renewed by the carrier based on your individual liability history?\*
- 18.  YES  NO Have you ever been assessed a surcharge, or rated in a high-risk class for your specialty, by your professional liability insurance carrier, based on your individual liability history?\*

**Section 8**

**Disclosure Questions (Continued)**

**Disclosure Questions**

Answer all questions. For any "Yes" response, provide an explanation on the Supplemental Disclosure Question Explanation Form on page 34.

**IMPORTANT**  
If you answered "Yes" to **question #19**, you must complete the Supplemental Malpractice Claims Explanation Form on page 35 for each malpractice claim.

**MALPRACTICE CLAIMS HISTORY**

19.  YES  NO Have you had any professional liability actions (pending, settled, arbitrated, mediated or litigated) within the past 10 years?\*
- If yes, provide information for each case.

**CRIMINAL/CIVIL HISTORY**

20.  YES  NO Have you ever been convicted of, pled guilty to, or pled nolo contendere to any felony?\*
21.  YES  NO In the past ten years have you been convicted of, pled guilty to, or pled nolo contendere to any misdemeanor (excluding minor traffic violations) or been found liable or responsible for any civil offense that is reasonably related to your qualifications, competence, functions, or duties as a medical professional, or for fraud, an act of violence, child abuse or a sexual offense or sexual misconduct?\*
22.  YES  NO Have you ever been court-martialed for actions related to your duties as a medical professional?\*

Note: A criminal record will not necessarily be a bar to acceptance. Decisions will be made by each health plan or credentialing organization based upon all the relevant circumstances, including the nature of the crime.

**ABILITY TO PERFORM JOB**

23.  YES  NO Are you currently engaged in the illegal use of drugs?\*
- ("Currently" means sufficiently recent to justify a reasonable belief that the use of drugs may have an ongoing impact on one's ability to practice medicine. It is not limited to the day of, or within a matter of days or weeks before the date of application, rather that it has occurred recently enough to indicate the individual is actively engaged in such conduct. "Illegal use of drugs" refers to drugs whose possession or distribution is unlawful under the Controlled Substances Act, 21 U.S.C. § 812.22. It "does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provision of Federal law." The term does include, however, the unlawful use of prescription controlled substances.)
24.  YES  NO Do you use any chemical substances that would in any way impair or limit your ability to practice medicine and perform the functions of your job with reasonable skill and safety?\*
25.  YES  NO Do you have any reason to believe that you would pose a risk to the safety or well being of your patients?\*
26.  YES  NO Are you unable to perform the essential functions of a practitioner in your area of practice even with reasonable accommodation?\*

# Standard Authorization, Attestation and Release

(Not for Use for Employment Purposes)

I understand and agree that, as part of the credentialing application process for participation, membership and/or clinical privileges (hereinafter, referred to as "Participation") at or with each healthcare organization indicated on the "List of Authorized Organizations" that accompanies this Provider Application (hereinafter, each healthcare organization on the "List of Authorized Organizations" is individually referred to as the "Entity"), and any of the Entity's affiliated entities, I am required to provide sufficient and accurate information for a proper evaluation of my current licensure, relevant training and/or experience, clinical competence, health status, character, ethics, and any other criteria used by the Entity for determining initial and ongoing eligibility for Participation. Each Entity and its representatives, employees, and agent(s) acknowledge that the information obtained relating to the application process will be held confidential to the extent permitted by law.

I acknowledge that each Entity has its own criteria for acceptance, and I may be accepted or rejected by each independently. I further acknowledge and understand that my cooperation in obtaining information and my consent to the release of information do not guarantee that any Entity will grant me clinical privileges or contract with me as a provider of services. I understand that my application for Participation with the Entity is not an application for employment with the Entity and that acceptance of my application by the Entity will not result in my employment by the Entity.

**Authorization of Investigation Concerning Application for Participation.** I authorize the following individuals including, without limitation, the Entity, its representatives, employees, and/or designated agent(s); the Entity's affiliated entities and their representatives, employees, and/or designated agents; and the Entity's designated professional credentials verification organization (collectively referred to as "Agents"), to investigate information, which includes both oral and written statements, records, and documents, concerning my application for Participation. I agree to allow the Entity and/or its Agent(s) to inspect and copy all records and documents relating to such an investigation.

**Authorization of Third-Party Sources to Release Information Concerning Application for Participation.** I authorize any third party, including, but not limited to, individuals, agencies, medical groups responsible for credentials verification, corporations, companies, employers, former employers, hospitals, health plans, health maintenance organizations, managed care organizations, law enforcement or licensing agencies, insurance companies, educational and other institutions, military services, medical credentialing and accreditation agencies, professional medical societies, the Federation of State Medical Boards, the National Practitioner Data Bank, and the Health Care Integrity and Protection Data Bank, to release to the Entity and/or its Agent(s), information, including otherwise privileged or confidential information, concerning my professional qualifications, credentials, clinical competence, quality assurance and utilization data, character, mental condition, physical condition, alcohol or chemical dependency diagnosis and treatment, ethics, behavior, or any other matter reasonably having a bearing on my qualifications for Participation in, or with, the Entity. I authorize my current and past professional liability carrier(s) to release my history of claims that have been made and/or are currently pending against me. I specifically waive written notice from any entities and individuals who provide information based upon this Authorization, Attestation and Release.

**Authorization of Release and Exchange of Disciplinary Information.** I hereby further authorize any third party at which I currently have Participation or had Participation and/or each third party's agents to release "Disciplinary Information," as defined below, to the Entity and/or its Agent(s). I hereby further authorize the Agent(s) to release Disciplinary Information about any disciplinary action taken against me to its participating Entities at which I have Participation, and as may be otherwise required by law. As used herein, "Disciplinary Information" means information concerning (i) any action taken by such health care organizations, their administrators, or their medical or other committees to revoke, deny, suspend, restrict, or condition my Participation or impose a corrective action plan; (ii) any other disciplinary action involving me, including, but not limited to, discipline in the employment context; or (iii) my resignation prior to the conclusion of any disciplinary proceedings or prior to the commencement of formal charges, but after I have knowledge that such formal charges were being (or are being) contemplated and/or were (or are) in preparation.

**Release from Liability.** I release from all liability and hold harmless any Entity, its Agent(s), and any other third party for their acts performed in good faith and without malice unless such acts are due to the gross negligence or willful misconduct of the Entity, its Agent(s), or other third party in connection with the gathering, release and exchange of, and reliance upon, information used in accordance with this Authorization, Attestation and Release. I further agree not to sue any Entity, any Agent(s), or any other third party for their acts, defamation or any other claims based on statements made in good faith and without malice or misconduct of such Entity, Agent(s) or third party in connection with the credentialing process. This release shall be in addition to, and in no way shall limit, any other applicable immunities provided by law for peer review and credentialing activities. In this Authorization, Attestation and Release, all references to the Entity, its Agent(s), and/or other third party include their respective employees, directors, officers, advisors, counsel, and agents. The Entity or any of its affiliates or agents retains the right to allow access to the application information for purposes of a credentialing audit to customers and/or their auditors to the extent required in connection with an audit of the credentialing processes and provided that the customer and/or their auditor executes an appropriate confidentiality agreement. I understand and agree that this Authorization, Attestation and Release is irrevocable for any period during which I am an applicant for Participation at an Entity, a member of an Entity's medical or health care staff, or a participating provider of an Entity. I agree to execute another form of consent if law or regulation limits the application of this irrevocable authorization. I understand that my failure to promptly provide another consent may be grounds for termination or discipline by the Entity in accordance with the applicable bylaws, rules, and regulations, and requirements of the Entity, or grounds for my termination of Participation at or with the Entity. I agree that information obtained in accordance with the provisions of this Authorization, Attestation and Release is not and will not be a violation of my privacy.

I certify that all information provided by me in my application is current, true, correct, accurate and complete to the best of my knowledge and belief, and is furnished in good faith. I will notify the Entity and/or its Agent(s) within 10 days of any material changes to the information (including any changes/challenges to licenses, DEA, insurance, malpractice claims, NPDB/HIPDB reports, discipline, criminal convictions, etc.) I have provided in my application or authorized to be released pursuant to the credentialing process. I understand that corrections to the application are permitted at any time prior to a determination of Participation by the Entity, and must be submitted online or in writing, and must be dated and signed by me (may be a written or an electronic signature). I acknowledge that the Entity will not process an application until they deem it to be a complete application and that I am responsible to provide a complete application and to produce adequate and timely information for resolving questions that arise in the application process. I understand and agree that any material misstatement or omission in the application may constitute grounds for withdrawal of the application from consideration; denial or revocation of Participation; and/or immediate suspension or termination of Participation. This action may be disclosed to the Entity and/or its Agent(s). I further acknowledge that I have read and understand the foregoing Authorization, Attestation and Release and that I have access to the bylaws of applicable medical staff organizations and agree to abide by these bylaws, rules and regulations. I understand and agree that a facsimile or photocopy of this Authorization, Attestation and Release shall be as effective as the original.

Signature\*

Name (print)\*

M M D D Y Y Y Y

DATE SIGNED\*

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