

# Physician Credentialing Checklist

Credentialing Checklist — physician

**About this checklist:** A comprehensive checklist of all documents and credentials required for physician credentialing with insurance payers. Covers medical education verification, licensing, board certification, and all supporting documentation needed for a complete application.

Use this checklist to track your credentialing progress. Check off each item as you complete it. Items marked **Required** must be completed for enrollment approval.

**Total Items: 20** **Required: 18** Optional: 2

## Checklist Items

- Medical degree diploma (MD or DO) **Required**
- Current state medical license (all states where practicing) **Required**
- DEA certificate (current and valid) **Required**
- NPI number confirmation **Required**
- CAQH ProView profile (completed and attested) **Required**
- Board certification or eligibility letter **Required**
- Current malpractice insurance certificate (face sheet) **Required**
- Curriculum vitae / resume (up to date, no gaps) **Required**
- Professional references (minimum 3 peer references) **Required**
- Hospital privileges letter (current facility affiliations) **Required**
- Work history documentation (past 10 years) **Required**
- ECFMG certificate (if international medical graduate) **Optional**
- CPR / BLS certification (current) **Required**

- Signed attestation questionnaire **Required**
- Proof of professional liability coverage (tail coverage if applicable) **Required**
- Residency and fellowship completion certificates **Required**
- CDS certificate (state controlled substance license, if applicable) **Optional**
- W-9 form (completed and signed) **Required**
- Practice location details (address, phone, fax, hours) **Required**

## Notes

Use this space for additional notes about your credentialing process.

**Need help with credentialing?** PayerReady handles the entire process end-to-end. Visit [payerready.com](https://payerready.com) or call (209) 444-7244 to get started.