PAYER READY

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

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- [ ] 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 or call (888) 515-9996 to get started.