

Credentialing Application Error Prevention Guide

25 Common Errors and How to Prevent Each One

85% of initial credentialing applications contain at least one error. Each error adds 2-6 weeks to your timeline and costs \$8,000-\$25,000 per month in delayed revenue. This guide covers the 25 most common errors and the specific steps to prevent each one.

Data Consistency Errors

#	ERROR	PREVENTION
1	Name mismatch across applications (maiden vs. married, abbreviations)	Use your legal name exactly as it appears on your medical license everywhere
2	Address doesn't match NPI registry	Update NPPES first, then use that exact address on all applications
3	NPI number transposed digits	Copy-paste NPI number from NPPES confirmation, never type manually
4	DEA number/expiration date mismatch	Verify DEA info at deadiversion.usdoj.gov before entering
5	Tax ID doesn't match IRS records	Use W-9 form as the single source of truth for Tax ID

Missing Information Errors

#	ERROR	PREVENTION
6	Incomplete work history (unexplained gaps)	Account for every month over the past 5-10 years, including sabbaticals, parental leave
7	Missing malpractice insurance details	Upload current COI with per-occurrence AND aggregate limits clearly shown
8	Blank attestation questions	Answer every attestation question. "No" is an answer. Blank is an error.

#	ERROR	PREVENTION
9	Missing professional references	Pre-confirm 3 references before applying. Same specialty, worked with you in last 2 years
10	Forgetting secondary state licenses	List every state where you hold or have held a license, including inactive ones

Document Errors

#	ERROR	PREVENTION
11	Uploading expired documents	Check every document expiration date before uploading. Renew anything expiring within 90 days
12	Poor quality scans (unreadable)	Scan at 300 DPI minimum, color, PDF format. Verify readability before uploading
13	Wrong document uploaded to wrong field	Label every file clearly: "Smith_DEA_2026.pdf", "Smith_License_TX_2026.pdf"
14	Unsigned forms	Check every form has a signature (wet ink or approved e-signature) and date
15	Incomplete forms (missing pages)	Verify page counts match the original form template before submitting

CAQH-Specific Errors

#	ERROR	PREVENTION
16	CAQH profile not attested	Complete initial attestation immediately after filling profile. Re-attest every 120 days
17	CAQH data doesn't match application data	Use CAQH as your single source of truth. Match all applications to your CAQH data
18	CAQH authorization not granted to payer	In CAQH, go to "Plan Authorization" and authorize every payer you are applying to
19	CAQH profile incomplete (missing sections)	Complete 100% of CAQH sections before submitting any payer application

Process Errors

#	ERROR	PREVENTION
20	Submitting to wrong payer entity (state BCBS vs. national)	Verify the exact legal entity for your state before submitting
21	Not following up after submission	Call at 2 weeks, 4 weeks, and every 2 weeks after. Log every call
22	Missing payer requests for additional info (buried in mail/email)	Check credentialing email daily. Open all payer mail immediately
23	Applying during a network freeze (closed panel)	Call the payer first to confirm the panel is open for your specialty in your ZIP code
24	Using outdated application forms	Always download the latest form from the payer's website. Never reuse old forms
25	Not tracking application status across multiple payers	Use a tracking spreadsheet or tool. Log submission dates, confirmation numbers, follow-up dates

Pre-Submission Quality Check

Before submitting any credentialing application, verify:

- Legal name matches across ALL fields and documents
- Address matches NPI registry exactly
- All documents are current (not expiring within 90 days)
- All attestation questions are answered (no blanks)
- All forms are signed and dated
- CAQH profile is attested and authorized for this payer
- All required fields are completed (no blanks)
- A second person has reviewed the application for errors

Eliminate errors completely. PayerReady's credentialing team reviews every application before submission. Visit payerready.com or call (209) 444-7244.