Credentialing Timeline Planner

Week-by-Week Action Plan for Provider Enrollment

How to use this planner: Fill in your target start date, then use the week-by-week timeline below to plan and track each phase of your credentialing process. Timelines are based on industry averages for clean applications.

Pre-Application Phase (Weeks 1-2)

WEEK	ACTION ITEMS	STATUS
Week 1	Gather all personal documents (licenses, DEA, NPI, COI, diplomas, CV)	
Week 1	Verify all documents are current and not expiring within 90 days	
Week 1	Contact 3 professional references to confirm availability	
Week 2	Register for and complete CAQH ProView profile	
Week 2	Upload all supporting documents to CAQH	
Week 2	Complete CAQH attestation	

Application Phase (Weeks 3-4)

WEEK	ACTION ITEMS	STATUS
Week 3	Submit Medicare PECOS enrollment application	
Week 3	Submit Medicaid application (if applicable)	
Week 3	Research local payer market share data	
Week 4	Submit top commercial payer application (#1 by market share)	
Week 4	Submit second commercial payer application	
Week 4	Log all confirmation numbers and contact info	

Monitoring Phase (Weeks 5-12)

WEEK	ACTION ITEMS	STATUS
Week 6	First follow-up call to all payers (2-week check)	
Week 8	Second follow-up call (4-week check)	
Week 8	Submit 3rd and 4th commercial payer applications	
Week 10	Third follow-up call (6-week check)	
Week 10	Medicare approval expected (if clean application)	
Week 12	Fourth follow-up call (8-week check)	

Completion Phase (Weeks 12-16+)

WEEK	ACTION ITEMS	STATUS
Week 12-14	First commercial payer approvals expected	
Week 14	Verify effective dates and begin billing setup	
Week 14	Update practice management system with payer IDs	
Week 16	Remaining commercial payer approvals expected	
Week 16+	Medicaid approval (varies widely: 4 to 26 weeks)	
Ongoing	Set re-credentialing reminders (every 2-3 years per payer)	

Expected Timelines by Payer Type

PAYER	TYPICAL TIMELINE	APPLICATION METHOD
Medicare (PECOS)	45-65 days	Online portal
Medicare (Paper CMS-855)	60-90 days	Paper/mail
Medicaid (varies by state)	30-180 days	State-specific
UnitedHealthcare	45-90 days	Online + CAQH
Aetna	45-75 days	Online + CAQH

PAYER	TYPICAL TIMELINE	APPLICATION METHOD
Cigna	45-90 days	Online + CAQH
BCBS (varies by state)	30-90 days	Online + CAQH
Humana	30-75 days	Online + CAQH
Centene/WellCare	45-90 days	Online + CAQH
Molina Healthcare	30-60 days	Online + CAQH

My Credentialing Tracker

PAYER NAME	SUBMITTED DATE	CONFIRMATION #	FOLLOW-UP DATE	STATUS

Skip the spreadsheets. PayerReady tracks every application automatically and follows up on your behalf. Visit payerready.com or call (209) 444-7244.