

Re-credentialing Tracking Template

Never Miss a Payer Renewal Deadline

Why this matters: Missing a re-credentialing deadline can result in termination from a payer's network. Reinstatement often requires starting the full enrollment process from scratch, costing months of lost revenue.

Re-credentialing Overview

Most payers require providers to re-credential every 2 to 3 years. During re-credentialing, the payer re-verifies your licenses, certifications, malpractice history, board certification, and work history. Some payers initiate the process automatically; others require you to respond to a notification or re-apply.

Standard Re-credentialing Cycles by Payer

PAYER	CYCLE	HOW INITIATED	RESPONSE WINDOW
Medicare	Every 5 years	CMS sends revalidation notice	60 days from notice
Medicaid	Every 3-5 years (varies by state)	State agency sends notice	Varies by state
UnitedHealthcare	Every 3 years	UHC initiates via CAQH	30 days
Aetna	Every 3 years	Aetna pulls CAQH data	Automatic if CAQH current
Cigna	Every 3 years	Cigna initiates via CAQH	30 days
BCBS (varies)	Every 2-3 years	Plan-specific notification	30-60 days
Humana	Every 3 years	Humana initiates via CAQH	30 days
Centene/WellCare	Every 3 years	Plan initiates review	30 days

Key point: Keep your CAQH ProView profile updated and re-attested every 120 days. Many payers pull your CAQH data automatically during re-credentialing. A lapsed CAQH profile can trigger denial.

Hospital Privileges

Re-credentialing Preparation Checklist

- Verify CAQH ProView profile is current and re-attested
- Confirm all licenses and certifications are current (not expiring within 90 days)
- Update malpractice insurance COI with current dates
- Update work history and practice location information
- Verify CME requirements are met for all active states
- Update professional references (must be within last 2 years)
- Run OIG/SAM exclusion check on yourself
- Respond to all payer re-credentialing requests within 7 business days

PayerReady automates re-credentialing tracking. We monitor every deadline and handle the renewal process. Visit payerready.com or call (209) 444-7244.