

Special Services

Credentialing Preparation and Maintenance

Credentialing Part One

Initial Start Up:

- Provide physician with initial application for completion
- Obtain credentials and C.V.
- Review insurance check list

Verify Physician Participation with:

- Government Plans
 - IDPA
 - Medicare
 - Tricare
- Third Party Payers
 - Blue Cross Blue Shield
 - United Health Care
 - Private Health Care Systems
- Request contracts and/or applications
- Create and forward application request letters to an IPA or PHO

Initial Credentialing/Contracting:

- Complete the State of IL App & CAQH
- Initiate- National Provider Number(s)
- Complete insurance contracts
- Complete other required forms
- Create change request notice, if applicable
- Forward package to physician for review and signatures
- Copy completed package
- Mail package (post office)

Insurance & Verification Follow Up:

- Verify if additional information is needed
- Verify if physician is now participating
- Obtain provider numbers if applicable

Maintaining Insurance Grids:

- Monthly grids to staff by e-mail or fax
- Forward notices to staff if have changes during the interim

Credentialing Part Two

Re-Credentialing:

- Complete the State of IL Application
- Complete other required forms
- Maintain NPI Registry
- Forward package to physician for review and signatures
- Gather all attachments
- Copy completed package
- Mail package (post office)

Insurance Follow Up:

- Verify if additional information is needed
- Verify if process is complete

Re-Appointments

Hospital:

- Request package from medical staff office
- Complete the State of IL Application
- Complete other required forms
- Forward package to physician for review and/or signatures
- Gather all attachments
- Copy completed package
- Work with office when additional information is needed
- Verify when process is completed
- Complete every two years

Maintaining Provider Information:

- Complete initial CLIA application
- Track CLIA expiration and complete renewals documents
- Track DEA expiration and complete renewal documents
- Track of insurance expiration and request updated certificate
- Track License and Control Substance expiration and complete renewal documents
- Forward Licenses, Certificates, etc. to requesting parties

Other:

- Verify insurance products for staff
- Verify information on insurance web pages
- Obtain insurance fee schedules
- Complete W-9 requests
- Provide Managed Care training

