

Provider Credentialing

Sample Checklist



Personal Identity Information

- Name
- Social Security number
- Email address
- Street address
- Government-issued ID with a photograph, such as a driver's license or passport
- A recent photograph (signed, dated, or notarized)

Professional History and References

- Provider CV
- Written explanation for every time gap since medical training began
- Reference letters from colleagues or supervisors, with contact information

History of Privileges Granted

- Clinician privilege history
- Written explanation for any actions taken against clinical privileges

Training and Education Documentation

- Undergraduate diploma
- Medical school diploma
- Certificate of completion of an internship, residency, or fellowship
- Proof of any continuing medical education (CME) or continuing education (CE) credits earned
- Proof of completion of a life-saving certification course within the past two years (such as [BLS](#), [ACLS](#), or [PALS](#) certificates)

Licensure Documentation and Professional Certifications

- Active medical license
- Board certifications

Identification Numbers

- Medicaid number
- Medicare number (also called a Provider Transaction Access Number, or [PTAN](#))
- National Provider Identifier ([NPI](#))
- Drug Enforcement Agency ([DEA](#)) license number
- Controlled dangerous substances ([CDS](#)) certification (only required in some states, and it may go by a different title, such as [controlled substance registration](#))

Health History

- Immunization history
- Tuberculosis (TB) test results
- Answers to confidential health questions