

# INDIVIDUAL GROUP CREDENTIALING

## Initial/Re-Credentialing Checklist



\* Please note when using CAQH all supporting documentation must be included or Devon Health will not be able to credential your file in a timely fashion. If you plan on sending Devon Health a hard copy of CAQH, your attestation must be current or you need to sign and date an updated copy of the attestation form.

- For initial credentialing: fully completed PA standard application or CAQH replica type application along with an individual group amendment.
- If you use the PA standard application or have an invalid attestation on CAQH, you must sign & date an attestation/release form (only valid for 180 days).
- Detailed explanations or supporting documentation of any of the following issues:
  - Work history gap
  - Disclosure questions
  - Health status questions
  - Malpractice questions
  - Explanation/supporting documentation of provider reports on NPDB (National Practitioner Data Bank)
  - Approval letters from the PHP program (if needed)
- Valid copy of your medical license for each state in which physician practices
- Valid copy of your DEA license for each state in which physician practices
- Valid copy of CDS/CSA license if applicable for the states in which physician practices
- Valid insurance coversheet
- Education/work history process – all dates on application and CV should be MM/DD/YYYY
- Devon Health board certification status form



### For More Information

Provider Relations Department

866.498.4773

[networkmanagement@devonhealth.com](mailto:networkmanagement@devonhealth.com)