**Minimum requirements for Credentialing – High Level Checklist**

* Provider application/Attestation questions with signature within applicable timeframe
* Work history with gaps greater than 6 months explained
* Current, active, valid license- PSV within applicable timeframe
* DEA- PSV or SSV (or acceptable waiver)
* CDS (if applicable)- PSV or SSV
* Malpractice meeting federal or state required coverage amounts- Copy (including name, amounts and policy period)
* Education (highest level) and training- PSV
* Board certification- PSV
* Malpractice claims, disciplinary actions and other negative history- PSV (NPDB)
* Medicare and Medicaid Sanctions- PSV (OIG) – Medicare, Medicaid or other federal healthcare programs
* State Medicaid Exclusions- PSV (LEIE) – Medicare, Medicaid or other federal healthcare programs
* Federal System of record for debarments, suspensions, and other exclusionary actions- PSV (SAMS/EPLS)- Medicare, Medicaid or other federal healthcare programs
* Health Mil – Department of Defense Only (i.e. Tricare for family members and active duty)
* Preclusion list – Medicare only
* Medicare opt out– Medicare only

**Minimum requirements for Recredentialing – High Level Checklist (every 36 months)**

* Provider application/Attestation questions with signature within applicable timeframe
* Current, active, valid license- PSV within applicable timeframe
* DEA- PSV or SSV (or acceptable waiver)
* CDS (if applicable)- PSV or SSV
* Malpractice meeting federal or state required coverage amounts- Copy (including name, amounts and policy period)
* Education (highest level) and training- PSV (if changed)
* Board certification- PSV
* Malpractice claims, disciplinary actions and other negative history- PSV (NPDB)
* Medicare and Medicaid Sanctions- PSV (OIG) – Medicare, Medicaid or other federal healthcare programs
* State Medicaid Exclusions- PSV (LEIE) – Medicare, Medicaid or other federal healthcare programs
* Preclusion list – Medicare only
* Medicare opt out– Medicare only

**Paperwork with Plan**

* Formal delegation agreement
* Pre-delegation evaluation/audit (Process for CAP as well as guidelines (pre-delegation) Timelines for failing
* Annual delegation oversight audit
* At the time of pre-assessment and annual assessment, the delegate is required to provide current/updated credentialing P&P and other supporting credentialing documents.