

## Provider Credentialing Document Checklist

Before you submit your application, check the [Washington Network Closure Matrix](#) to make sure we're offering contracts in your region.

Below is a checklist of information and documents that you **MUST SUBMIT** for credentialing to be completed.

**To avoid delays, please make sure all listed items are complete and accurate.**

### Required documents/information checklist:

- ☐ Location and phone number information, start date, and tax identification number for all practice locations.
- ☐ Completed, signed, and currently dated provider credentialing application/attestation/release form  
**Note:** Enter primary practicing specialty in the "Specialty" field.
- ☐ Written detailed explanation for any attestation questions with a "Yes" response.
- ☐ Copy of current federal Drug Enforcement Agency (DEA) certificate for each state in which you practice, if you're a prescribing practitioner.\*
- ☐ Copy of cover sheet of professional liability policy or certificate showing limits of liability, effective date, and expiration date (can't be expired).\*
- ☐ Hospital Privileges **or** a Hospital Admission Plan outlining who would handle admissions on your behalf. (**Only acceptable privileges are: Active, Provisional, Temporary, or Courtesy**)
- ☐ Copy of your IRS SS-4 confirmation letter showing your Employer Identification Number (EIN)
- ☐ Name of Sponsoring Physician (**for PA's ONLY**)
- ☐ Copy of board certification for nursing (**for nurses ONLY, if applicable**)

**\*Documents expiring within 90 days will delay your application process.**