

Provider Credentialing Document Checklist

Before you submit your application through [ProviderSource](#), 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.**