

## Provider Credentialing Document Checklist

Before you submit your application, please check the [Washington Network Closure Matrix](#) to ensure 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 (cannot 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)**
- Completed W-9 form
- 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.**

Send your documents and this checklist by mail, email, or fax.

(A request to contract isn't a guarantee that we'll extend a contract offer.)

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