

## Provider Credentialing Document Checklist

Here's 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. (**The 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 Physician Assistants 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.)

**Mail:** Premera Blue Cross  
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