

## 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, currently attested 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)**

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

Submit your application and attach required documents through CAQH at [www.caqh.org](http://www.caqh.org).

Send a completion email to [credentialing.updates@premera.com](mailto:credentialing.updates@premera.com).