

Global TPA



ALLIED HEALTH PROFESSIONAL CREDENTIALING APPLICATION FORM

Independent Practitioners:

Acupuncturist, Audiologist, Dietitian, Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Licensed Master Social Worker, Licensed Mental Health Counselor, Massage Therapist, Occupational Therapist, Pharmacist, Physical Therapist, Speech Language Pathologist/ Therapist

Collaborative Practice Practitioners:

Nurse Practitioner, Nurse Midwife, Physician Assistant

APPLICANT NAME: _____ TYPE OF SERVICE: _____

In order to expedite the credentialing process, please complete every item on this application. Please DO NOT write "see CV" or "refer to CV" in place of completing the information requested. Please enclose copies of the documentation listed below, and sign and date the attestation of accuracy and the consent and release form. Thank you for your assistance!

"X" if enclosed

APPLICATION CHECKLIST

- ☐ Current Professional Liability Insurance Certificate;
- ☐ Curriculum Vitae/Work History/Resume (must include month & year)
- ☐ Signed and dated Consent and Release Form

FOR PLAN USE ONLY – To be completed by Provider Representative:

- ☐ Contract Processing Form (CPF)
- ☐ Application information and supporting documentation has been reviewed;
- ☐ All information meets Plan criteria and documentation is current and complete.

Practitioner
Last Name: _____ **First Name:** _____ **Middle Initial** _____ **Degree** _____

Primary Physical Office Address _____ City _____ State _____ Zip _____ for Additional Locations *(Please complete next page)*

County _____ Office Phone# _____ Office Fax # _____ Handicap Access(Y/N) _____ Handicap Assistance (Y/N) _____ Bus Rte. (Y/N) _____

Office Manager or Contact Name _____ Telephone and Extension *(if applicable)* _____ Email Address *(for receiving email from plan)* _____

Office Hours: Mon _____ Tues _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____

Practice or Group Name _____

Name to whom checks should be made payable *(if different than Practice/Group name)* _____

Billing Address *(Location where payments will be sent)* _____ City _____ State _____ Zip _____

Billing Office Telephone Number _____ Billing Office Fax Number _____

Correspondence Address *(for credentialing purposes only)* _____ City _____ State _____ Zip _____

Office Phone # _____ Office Fax# _____ Contact Name _____

Patient Age Ranges

- ☐ 00 yrs - 21 yrs Pediatrics
 ☐ 00 yrs - 99+ yrs Family Practice
 ☐ 12 yrs - 99+ yrs Internal Medicine
☐ 12 yrs - 99+ yrs Geriatric Medicine
 ☐ 2 yr s- 99+ yrs General Practice
 ☐ 00 yrs - 99+ yrs General Practice for Health Dept Only

Other _____

General Information:

Gender: Male _____ Female _____ Date of Birth _____

Language(s) spoken in addition to English _____

For EEOC Compliance Requirements Only: *Please indicate the following:*

- ☐ African American
 ☐ Arabic
 ☐ Hispanic American
☐ Asian American
 ☐ Caucasian
 ☐ Native American

Practitioner's Name: _____

Information Sheet Required for Additional Locations

(PLEASE PRINT)

Name of Provider/Group/Practice Name: _____

List any additional Office Locations: Please include all necessary information listed below.

Second Physical Address: _____

Practice/Group Name: _____
 Telephone Number: _____
 Fax Number: _____
 E-mail Address: _____
 Tax Identification Number: _____
 Contact Name: _____
 Handicapped Access Yes _____ No _____ Handicapped Assistance Yes _____ No _____ Bus Rte. Yes _____ No _____
 Office Hours _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Second Billing Address: _____

Checks payable to: _____
 Telephone number: _____
 Fax Number: _____
 Email Address: _____
 Tax Identification Number: _____
 Contac Name: _____

Third Physical Address: _____

Practice/Group Name: _____
 Telephone Number: _____
 Fax Number: _____
 E-mail Address: _____
 Tax Identification Number: _____
 Contact Name: _____
 Handicapped Access Yes _____ No _____ Handicapped Assistance Yes _____ No _____ Bus Rte. Yes _____ No _____
 Office Hours _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Third Billing Address: _____

Checks payable to: _____
 Telephone number: _____
 Fax Number: _____
 Email Address: _____
 Tax Identification Number: _____
 Contac Name: _____

Please attach additional location information as necessary.

Practitioner's Name: _____

REGULATORY **Please provide copy of document

Tax ID# ** (copy of W-9)		SS#
State License #		DEA #
CDS # (if applicable)		CSR # (if applicable)
Medicare Provider #		Medicaid Provider #
National Provider Identification # - Type 1 must be completed		CLIA Registration or Waiver # **
Type 1 - Individual Practitioner	Type 2 - Group	

SPECIALTY/TAXONOMY

Name of Specialty	Taxonomy Code

EDUCATION – Please complete separate sheet if necessary

Name of School/College	Type of Training	Dates Attended

CERTIFICATION STATUS

Name of Specialty Board	Certification Status	Certification Date	Expiration Date

PROFESSIONAL LIABILITY DATA – Please provide full address

Name & Address of Insurer	Policy # Effective and end dates	Policy Limits of Coverage	Retroactive date of coverage

COLLABORATIVE PRACTICE INFORMATION- Please provide name, address and phone number of a Plan practitioner with whom you have a collaborative agreement, if applicable (this section must be completed by those practitioners whose state license requires a protocol be entered into with a State Licensed Physician or Dentist)

Last Name	First	Middle	Degree	Specialty
Office Address, City, State, Zip Code		Office Phone #	Office Fax#	

Practitioner's Name: _____

QUESTIONNAIRE – If the answer to any question is **yes**, please provide details on a separate sheet.

Please answer the following questions by checking the appropriate box:	YES	NO
Do you have any physical or mental health problems or limitations in ability that may affect your ability to practice medicine and provide health care with reasonable skill and safety?		
Do you have any history of chemical dependency / substance abuse?		
Have you been the subject of an investigation, or have proceedings ever been initiated to have your license to practice limited, suspended, revoke, denied, sanctioned or subject to probationary conditions, or have you voluntarily or involuntarily relinquished your license in this or any other state?		
Has your narcotics registration certificate ever been voluntarily or involuntarily relinquished, limited, suspended, sanctioned or revoked, or are any such actions pending?		
Have you been the subject of an investigation, or have ever been suspended, sanctioned or otherwise restricted from participating in any private, state, or federal health insurance program, for example Medicare or Medicaid?		
Are you aware of any information that may prevent you from participating in Medicaid?		
Have you ever been named as a defendant in criminal proceeding?		
Has your medical staff membership, employment, or medical staff status at any health care institution, ever been rejected, limited, suspended, revoked, not renewed or subject to probationary conditions, or have you been the subject of an investigation, or, relinquished medical staff membership or clinical privileges while under investigation or disciplinary action, or are any such actions pending?		
In the past five years, have you been a defendant in a malpractice/professional liability suit, or are there currently any pending or potential suits against you, or have any judgments been made or settlements paid on your behalf?		
Have you ever been denied professional liability insurance coverage or had your professional liability insurance coverage cancelled by your carrier for reasons other than the carrier's termination of operation in your state?		
Have you failed to meet the State Licensure requirements for continuing medical education?		

AFFIRMATION OF ACCURACY AND COMPLETENESS

I understand I have the responsibility for producing adequate information for proper evaluation of my qualifications and for addressing any concerns about such qualifications. I understand that a condition of this application is this any misrepresentation or omission from this application, whether intentional or not, is cause for automatic and immediate rejection of this application and it shall not be processed any further. In the event credentialing information received from other sources substantially varies from that provided by me, I will be notified by the Company, and I understand I will be given the opportunity to correct such information. In the event that my application is rejected for this reason, I may not be entitled to any hearing, appeal or other due process rights as may otherwise be provided in the Policies and Procedures of the Company. I affirm that information provided in or attached to this application is correct and complete.

Practitioner's Name: _____

APPLICANT'S RELEASE AND HOLD HARMLESS

By applying for provider participation, I accept the following conditions. These conditions shall remain in effect for the duration of any term of participation I may be granted.

I acknowledge that the Company may at its sole discretion share or disclose the information provided in the credentialing and re-credentialing process to affiliates and subsidiaries or other related entities of Global TPA, Inc.

- 1) I release and hold harmless the Company, its authorized representatives and third parties, as defined below, for any actions, recommendations, reports, statements, communications, or disclosures involving me, which are made, taken or received by the Company or its authorized representative in good faith, relating to matters or inquiries concerning my professional qualifications, credentials, clinical competence, character, mental or emotional stability, physical condition, ethics or behavior; or any other matter that might directly or indirectly have an effect on my competence, on patient care, or on the orderly operation of this health care organization.
- 2) I authorize the Company and its authorized representatives to consult with any third party who may have information bearing on my professional qualifications (credentials). This authorization includes the right to inspect or obtain clinical privileges, documents, recommendations, reports, statements or disclosures relating to such questions. I also authorize said third parties to release this information to the Company and its authorized representatives upon request.
- 3) The term "Company and its authorized representatives" means any of the following individuals who have any responsibility for obtaining or evaluating my credentials, or acting upon my application:
 - a. member of the Board and its appointed representative;
 - b. the Chief Executive Officer or his/her designee;
 - c. all appointees to committees;
 - d. Company employees;
 - e. Consultants to the Company;
 - f. the Company's attorney and members of his/her firm, associates or designee;
 - g. delegated or sub-delegated agency with which the Company contracts for credentialing purposes.
- 4) The term "third parties" means the following:
 - a. Government agencies;
 - b. Professional liability insurance carriers;
 - c. Peer references;
 - d. Hospital affiliations;
 - e. delegated or sub-delegated agency with which the Company contracts for credentialing purposes.

SIGNATURE OF APPLICANT

DATE

PRINTED NAME