Module 7

Submitting Credentialing Application

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1. Upon receipt of the credentialing application, the credentialing specialist verifies that the application is signed and dated.

2. Applications that are missing signature and date are returned to the practitioner or to the submitted department.

3. All applications must have signature; electronic signatures are not accepted.

4. The application should be typed or legibly printed in black or blue ink.

5. The documents must be completed and submitted along with the application

6. Before the credentialing decision, the practitioner must attest that the information on the application remains correct and complete application with the new attestation form when it requests the practitioner to update the attestation.

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7. Credentialing application includes at minimum the following responses:

- When this statement is answered "yes" in the attestation, practitioners must submit in writing the reason for their inability to perform the essential functions of the position.

- The Credentialing Office will review the credentialing file, conduct further investigation, and will submit recommendations for next steps to the Committee.

- The Credentialing Chair makes the final decision in the credentialing process.