Greetings

Congratulations on signing your Qualifacts contract and welcome to the OneApp Enrollment Tracking System.

We will need to collect documents and information specific to your group. To get started, review the details below.

Documents

* Tax Identification Number and CP575
* W9
* Appropriate Tax Classification Document(s):
  + Limited Liability/Operating Agreement
  + Incorporated/Articles of Incorporation
  + Partnership: Partnership agreement or Other
* Liability Insurance Policy
* Voided Check or letter signed by bank representative on bank letterhead with Routing and Depository Account #

Information

We have provided you with templates in an excel workbook to complete (See 1.0 – 1.3A) If you have your own, send those and we will review to assure everything is included.

* Type II National Provider Identifier (NPI)
* Ownership Interest and or Managing Control (See
* Each Address with Contact Information: Office, Pay to/Correspondence and Practice locations.
* Each Payor:
  + Name, Group #, Effective date, Revalidation data (if available), Portal login details
* Each Practice Location
  + Name, Address, Contact Information, Hours of Operation, Telehealth, Collaborating/Supervising details.
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Provider Roster

Each provider that practices in your group will be required to have a CAQH account and provide their specific documents (see tabs 1.4 – 1.4A) or the welcome letter listing all their required details.

* Provider email to use for OneApp Login Setup
* CAQH #, Login and Password for Qualifacts or PLM to access and import.
* Signed CAQH Authorization and Release Form (see example on page 2)

A document with text on it

Description automatically generated

If you should have any questions, please do not hesitate to contact your Qualifacts Credentialing Team via email at [credentialing@qualifacts.com](mailto:credentialing@qualifacts.com).

We look forward to working with you.

Sincerely,

Dione Shypulski, CPCS

Ph: 240-371-0259

Email: [credentialing@qualifacts.com](mailto:credentialing@qualifacts.com)