



North Carolina Department of Insurance

# Uniform Application To Participate as a Health Care Practitioner

**Note:** Please send completed applications directly to the organizations with which you seek to contract.

*The following application is a form approved by the North Carolina Department of Insurance, in accordance with North Carolina General Statute 58-3-230. Every insurer that provides a health benefit plan and credentials providers for its network is required to use this form and the insurer may not require an applicant to submit information that is not required by this form. Only the Commissioner of Insurance is authorized to make changes, deletions or additions to this form.*

## INSTRUCTIONS

**Before submitting the Application, make sure you have completed the following:**

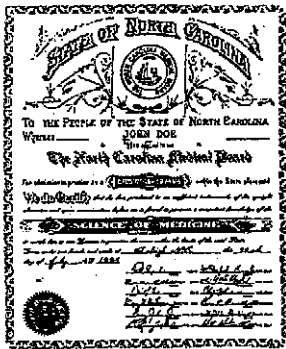
- Include an answer in **all** spaces. Indicate "N/A", if the question is not applicable.
- The provider has signed and dated the last page of the Application.

**Before submitting the Application, make sure you have enclosed the following, *if applicable*:**

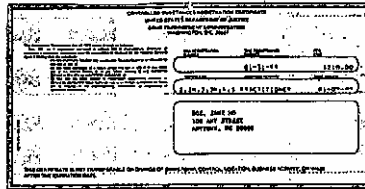
- Copy of the provider's original state(s) license(s) and current registration.
- Copy of current DEA certificate. (Must have a valid date and refer to current address.)
- Copy of South Carolina Controlled Drug Substance Certificate and DEA information.
- Copy of the face sheet of your current professional liability insurance policy, indicating by name, provider(s) covered, coverage amounts, effective date, expiration date, and policy number. Attach previous carrier face sheet.
- Proof of professional liability insurance for non-physician providers who care for patients in your practice.
- Copy of certificate from the Specialty Board.
- Copy of Educational Commission of Foreign Medical Graduate Certificate- ECFMG.
- Letter(s) of reference, recommendation, and/or oversight, *if required*.
- Copy of Curriculum Vitae or work history after graduation from Medical, Dental or other professional school (CV must account for any gaps of 90 days or more).
- Copy of CLIA (Clinical Laboratory Improvement Amendments) /ACR (American College of Radiology).
- Copy of W-9 Form.

**Examples of documentation to attach to this application:**

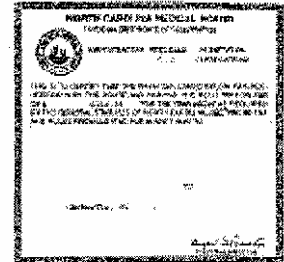
**Original N.C. License**



**DEA Registration**



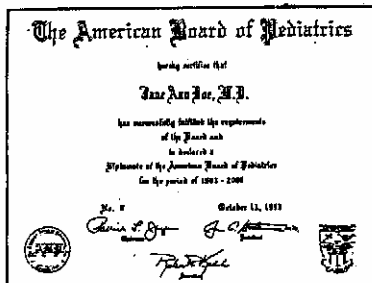
**Medical Board Registration**



**Certificate of Insurance**

ACORD 2000, CERTIFICATE OF LIABILITY INSURANCE			
<b>Insured</b> John Doe, M.D. 1234 Main St., Apt. 500 Charlotte, NC 28202		<b>Policy No.</b> 123456789	
<b>Insurer</b> ABC Insurance Co. 10000 Main St. Charlotte, NC 28202		<b>Effective Date</b> 01/01/2005	
<b>Expiration Date</b> 12/31/2005		<b>Policy Period</b> 12/31/2005	
<b>Amount</b> \$1,000,000		<b>Class Code</b> 8000000000	
<b>Insured's Signature</b> John Doe		<b>Insurer's Signature</b> ABC Insurance Co.	

**Board Certification**



**A. DEMOGRAPHIC AND PERSONAL DATA:**

1. **Name of Applicant:**  
 (Last Name) (First Name) (Middle Name) (Maiden)

2. **Date of Birth:** xx/xx/xxxx **Place of Birth:**  
**Social Security Number:** xxx-xx-xxxx **Sex:** Male  Female

3. **Type of Practice:** Primary Care:  Specialist:   
 (Primary Specialty) (Secondary Specialty)  
**Please Identify Areas of Clinical Expertise:**  
 What population(s) do you treat (e.g. geriatric, all ages):

4. **Name of Practice:**

5. **Primary Office Address** (If you maintain more than one office, list each office, address, and hours of operation)  
**Practice Name:**  
**Address:** (Street) (City) (County) (State) (Zip)  
**Handicapped Accessible?** YES  NO  **Office Phone:** xxx-xxx-xxxx/xxxx **Fax:** xxx-xxx-xxxx/xxxx  
**E-mail address:**  
**Accepting New Patients?** YES  NO  **Restrictions:** (Please list or indicate none)  
**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Secondary Office Address**  
**Practice Name:**  
**Address:** (Street) (City) (County) (State) (Zip)  
**Handicapped Accessible?** YES  NO  **Office Phone:** xxx-xxx-xxxx/xxxx **Fax:** xxx-xxx-xxxx/xxxx  
**E-mail address:**  
**Accepting New Patients?** YES  NO  **Restrictions:** (Please list or indicate none)  
**Office Hours:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



**A. DEMOGRAPHIC AND PERSONAL DATA (Continued)**

**COMPLETE ONLY IF LICENSED IN SOUTH CAROLINA**

SC Controlled Drug Substance Certificate:

(Attach a copy to application)

Expiration Date:

14. Provide the following information for each state in which you are currently or were previously licensed to Practice (If not enough space please attach additional sheet)

STATE	DATE OF LICENSE	LICENSE NUMBER	STATUS Active, Inactive, Suspended	EXPIRATION DATE
	xx/xx/xxxx			xx/xx/xxxx
	xx/xx/xxxx			xx/xx/xxxx
	xx/xx/xxxx			xx/xx/xxxx
	xx/xx/xxxx			xx/xx/xxxx

**PLEASE ATTACH A COPY OF EACH STATE LICENSE CERTIFICATE**

15. Certification of Specialty Boards as applicable:

a.	If you are certified by a specialty board, indicate name of board and date of certificate.		
	(Primary Specialty Board)	Date Certified: xx/xx/xxxx	Exp. Date: xx/xx/xxxx
	(Secondary Specialty Board)	Date Certified: xx/xx/xxxx	Exp. Date: xx/xx/xxxx
b.	Are you listed in the American Board of Medical specialists? YES <input type="checkbox"/> NO <input type="checkbox"/>		
c.	If you have applied to a specialty board for examination, give the name of board and the date of scheduled examination.		
		Date: xx/xx/xxxx	
d.	If you have not applied to a specialty board, please explain: <input type="text"/>		

**A. DEMOGRAPHIC AND PERSONAL DATA (Continued)**

16. List the dates of all current professional memberships in societies, including state and county societies:

	FROM	TO

17. List all hospitals where you currently have privileges and indicate the type and status of those privileges:  
(Type: active, admitting, associate, consulting, courtesy. Status: pending, provisional, suspended, temporary, visiting)

<u>Hospital</u>	<u>Privilege and Status of Privilege</u>	<u>Estimated % of Admission</u>
(primary admitting facility)		

18. If you do not have admitting privileges, who admits for you?

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> xxx-xxx-xxxx/xxxx	<b>Phone:</b> xxx-xxx-xxxx/xxxx

**B. EDUCATION AND PRACTICE HISTORY**

1. **Medical, Dental, or other Professional School Attended:**

Institution:		
Address:		
(Street)	(City)	(State) (Zip)
Degree:	From: xx/xx/xxxx	To: xx/xx/xxxx

Please attach Educational Commission of Foreign Medical Graduate Certificate – (ECFMG), if applicable.

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2. **Internship**

Institution:		
Address:		
(Street)	(City)	(State) (Zip)
Specialty:	From: xx/xx/xxxx	To: xx/xx/xxxx

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3. **Residency**

Institution:		
Address:		
(Street)	(City)	(State) (Zip)
Specialty:	From: xx/xx/xxxx	To: xx/xx/xxxx

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4. **Other Residency / Fellowship – (specify)**

Institution:		
Address:		
(Street)	(City)	(State) (Zip)
Specialty:	From: xx/xx/xxxx	To: xx/xx/xxxx

**B. EDUCATION AND PRACTICE HISTORY (Continued)**

5. **List work history since beginning of medical, dental, or other professional school; please be specific.**  
(If not enough space, please attach additional sheet)

	FROM	TO
(Current Practice)	mm/yyyy	mm/yyyy
(Previous Practice)	mm/yyyy	mm/yyyy
(Previous Practice)	mm/yyyy	mm/yyyy
(Previous Practice)	mm/yyyy	mm/yyyy
(Previous Practice)	mm/yyyy	mm/yyyy

6. **List other training and/or education (including CME) within the last three years, if applicable.**

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7. **Have you involuntarily or voluntarily withdrawn or been suspended from any internship, residency or fellowship training program? Please explain:**

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8. **Please explain any incident(s) in which you have involuntarily or voluntarily withdrawn your application for appointment, clinical privileges or reappointment before a decision was made by a hospital or healthcare facility's governing board.**

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## C. PROFESSIONAL INFORMATION

Please check yes or no for the following questions. Please complete the attached Supplemental Form for any questions to which you answer “yes”. Also please sign and date this application. If this application does not have the provider’s signature, it cannot be accepted.

1.	Has your license to practice in any jurisdiction ever been limited, restricted, reduced, suspended, voluntarily surrendered, revoked, denied or not renewed; have you ever been reprimanded by a state licensing agency; or are any of these actions pending with respect to your license; are you under investigation by any licensing or regulatory agency? <i>(If yes, please complete Supplemental Question No. 1.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
2.	Has your professional employment or membership in a professional organization ever been subject to disciplinary proceedings, denied, limited, restricted, reduced, suspended, revoked, not renewed, or voluntarily relinquished during or under threat of termination for any reason? <i>(If yes, please complete Supplemental Question No.2.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
3.	Has your Drug Enforcement Agency registration or other controlled substance authorization ever been limited, restricted, reduced, suspended, revoked, denied, not renewed, or have you voluntarily surrendered or limited your registration during or under the threat of an investigation or are any such actions pending? <i>(If yes, please complete Supplemental Question No.3.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
4.	Have you ever been sanctioned or suspended by Medicare or Medicaid? <i>(If yes, please complete Supplemental Question No.4.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
5.	To your knowledge, have you ever been reported to the National Practitioner Data Bank or the North/South Carolina Board of Medical Examiners? <i>(If yes, please complete Supplemental Question No.5.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
6.	Have you ever been convicted of a felony or misdemeanor, or are you under investigation with respect to such conduct? <i>(If yes, please complete Supplemental Question No.6.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
7.	Has a professional liability claim been assessed against you in the past five years, or are there any professional liability cases pending against you? <i>(If yes, please complete Supplemental Question No.7.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
8.	Has any liability insurance carrier canceled, refused coverage, or rated up because of unusual risk or have any procedures been excluded from your coverage? <i>(If yes, please complete Supplemental Question No. 8.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
9.	Have you ever practiced without liability coverage? <i>(If yes, please complete Supplemental Question No.9.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
10.	Do you currently have any medical, chemical dependency or psychiatric conditions that might adversely affect your ability to practice medicine or surgery or to perform the essential functions of your position? <i>(If yes, please complete Supplemental Question No.10.)</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>
11.	Have your Hospital and/or Clinic privileges ever been limited, restricted, reduced, suspended, revoked, denied, not renewed, or have you voluntarily surrendered or limited your privileges during or under the threat of an investigation or are any such actions pending? <i>(If yes, please complete Supplemental Question No. 11).</i>	Y <input type="checkbox"/>	N <input type="checkbox"/>

## SUPPLEMENTAL FORM

<b>Provider Name:</b>	<b>Provider ID#</b> <i>(if applicable)</i>
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### ***1. License Limited, Reprimanded, etc.***

List State(s) where action took place:
Date(s) License revoked, suspended, etc.    From xx/xx/xxxx                      To xx/xx/xxxx
Please explain:

### ***2. Employment/Membership Suspended, Limited, etc.***

List State(s) where action took place:
List Professional Organization:
Please explain:

### ***3. Drug Enforcement Agency (DEA) Explanation.***

List State(s) where action took place:
Please explain:

## SUPPLEMENTAL FORM

<b>Provider Name:</b>	<b>Provider ID#</b> <i>(if applicable)</i>
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### 4. Medicare/Medicaid Sanction Disciplinary Action(s)

Disciplined Action(s):
List State(s):
Date(s) of action. From xx/xx/xxxx To xx/xx/xxxx
Please explain:

### 5. National Practitioner Data Bank Report(s)

Please explain the NPDB report <i>(if you have a copy please attach)</i> :
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### 6. Felony or Misdemeanor

Did you serve a sentence: Y <input type="checkbox"/> N <input type="checkbox"/> If YES, check how many years: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Other:
List State(s):
Please explain charge and verdict:

**SUPPLEMENTAL FORM**

<b>Provider Name:</b>	<b>Provider ID#</b> <i>(if applicable)</i>
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**7. Named in Professional Liability Judgment, Settlement, etc.**

Please explain, include dates & amounts:

**8. Cancelled, Refused Coverage, etc.**

Please list Insurance Carrier(s):

Please explain:

**9. Practiced Without Liability Coverage**

Please explain:

**SUPPLEMENTAL FORM**

<b>Provider Name:</b>	<b>Provider ID#</b> <i>(if applicable)</i>
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**10. Medical, Chemical Dependency, or Psychiatric Conditions**

Please explain in detail:

**11. Hospital or Clinic Privileges Revoked, Restricted, etc.**

List Hospital(s):		
Date privileges revoked, suspended, etc.	From xx/xx/xxxx	To xx/xx/xxxx
Please explain:		

# Attestation Statement

**(IMPORTANT: Submit Original Only)**

**This application is to be signed by each individual provider submitting an application.**

*Fill in each space with the name of the Health Plan for which you are applying.*

## No Stamps or Copies Please

All information submitted by me in this application, as well as any attachments or supplemental information, is true, current, and complete to my best knowledge and belief as of the date of signature below. I fully understand that any significant misstatement in this application may constitute cause for denial of my application or termination of a resulting participation agreement.

By application for membership in [redacted], I signify my willingness to appear for interview in regard to my application. I authorize [redacted] to consult with administrators and members of the medical staffs of hospitals or institutions with which I have been associated and with others, including past and present malpractice carriers, who may have information bearing on the questions in this application. Upon request, I will obtain and provide to [redacted] materials pertaining to my qualifications and competence, including, materials relating to complaints filed, any disciplinary action, suspension, or action to curtail my medical- surgical privileges. I further consent to the inspection by representatives of [redacted] of all documents that may be material to an evaluation of my professional qualifications and competence.

I understand and agree that I, as an applicant, have the burden of producing adequate information for proper evaluation of my professional competence, character, ethics, and other qualifications and for resolving any doubt about such qualifications. I release from liability all representatives of [redacted] for their acts performed in good faith and without malice in connection with evaluating my application and my credentials and qualifications, and I release from any liability, all individuals and organizations that provide information to [redacted] in good faith and without malice concerning this application and I hereby consent to the release and verification of information relating to any disciplinary action, suspension, or curtailment of medical-surgical privileges to [redacted].

I understand that if my application is rejected for reasons relating to my professional conduct or competence, [redacted], may report the rejection to the appropriate state licensing board and/or National Practitioner Data Bank. In the event I am accepted for participation in [redacted], I hereby consent to [redacted] for inspection of my patient records relating to [redacted] enrollees as necessary for its peer and utilization review purposes as permitted by state or federal law and regulation I further agree to notify [redacted] in a timely manner (not to exceed 30 days) of any changes to the information on the initial application.

\_\_\_\_\_  
**PRINT NAME OF PROVIDER**

\_\_\_\_\_  
**SIGNATURE OF PROVIDER**

\_\_\_\_\_  
**DATE**

**Please Sign and Complete this Application**

**Practitioner Credentialing Application**  
**AUTHORIZATION AND RELEASE OF INFORMATION FORM**  
**Modified Releases Will Not Be Accepted**

**By submitting this application I understand and agree as follows:**

1. I understand and acknowledge that, as an applicant for medical staff membership and/or participation status with the Healthcare Organization(s)\*\* with whom I have, or wish to establish, a contractual relationship as a network provider, staff physician, or other provider of professional medical services (initial credentialing/recredentialing), I have the burden of producing adequate information for proper evaluation of my competence, character, ethics, mental and physical health status, and other qualifications. In this application I have provided information on my qualifications, professional training and experience, prior and current licensure, Drug Enforcement Agency registration and history, and certification of CPR training. I have provided peer references familiar with my professional competence and ethical character if requested. I have disclosed and explained any past or pending professional corrective action, licensure limitations or related matters, if any. I have reported my malpractice claims history, if any, and have attached or will provide a copy of a current certificate of professional liability coverage.
2. I further understand and acknowledge that the Healthcare Organization(s) or designated agent will investigate the information in this application. By submitting this application, I agree to such investigation and to the disciplinary reporting and information exchange activities of the Healthcare Organization(s) as a part of the verification and credentialing process.
3. I authorize all individuals, institutions and entities of other hospitals or institutions with which I have been associated and all professional liability insurers with which I have had or currently have professional liability insurance, who may have information bearing on my professional qualifications, ethical standing, competence, and mental and physical health status, to consult with the Healthcare Organization(s), their staffs and agents.
4. I consent to the inspection of records and documents that may be material to an evaluation of qualifications and my ability to carry out the clinical privileges/services I request. I authorize each and every individual and organization in custody of such records and documents to permit such inspection and copying. I am willing to make myself available for interviews if required or requested.
5. I release from any liability, to the fullest extent permitted by law, all persons for their acts performed in a reasonable manner in conjunction with investigating and evaluating my application and qualifications, and I waive all legal claims against any representative of the Healthcare Organization(s) or their respective agent(s) to include **CredentialsOnLine** who acts in good faith and without malice in connection with the investigation of this application.
6. I understand and agree that the authorizations and releases given by me herein shall be valid so long as I am an applicant for or have medical staff membership and/or clinical privileges/participation status at the Healthcare Organization(s), unless revoked by me in writing.
7. For hospital or medical staff membership/clinical privileges, I acknowledge that I have been informed of, and hereby agree to abide by, the medical staff bylaws, rules, regulations and policies.
8. I agree to exhaust all available procedures and remedies as outlined in the bylaws, rules, regulations, and policies, and/or contractual agreements of the Healthcare Organization(s) where I have membership and/or clinical privileges/participation status before initiating judicial action.
9. I further acknowledge that I have read and understand the foregoing Authorization and Release. A photocopy of this Authorization and Release shall be as effective as the original and authorization constitutes my written authorization and request to communicate any relevant information and to release any and all supportive documentation regarding this application.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*\*\*Healthcare Organization (e.g. hospital, medical staff, medical group, independent practice association (IPA), health plan, health maintenance Organization (HMO), preferred provider organization (PPO), physician hospital organization (PHO), medical society, credentials verification organization (CVO), professional association, medical school faculty position or other health delivery entity or system).*