

SECTION B: OFFICE/PRACTICE SITE INFORMATION

Answer the following questions on pages 3-5, specific to you and the practice site listed below. Indicate if this site is the primary or additional site by marking the appropriate box. **Pages 3-5 should be duplicated and completed for every site at which you provide services.**

PRIMARY **ADDITIONAL/SATELLITE**

Practice Location Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Main Office Phone Number: (_____) _____ Scheduling Phone Number: (_____) _____

Main Office Fax: (_____) _____ Emergency/After-hours Number: (_____) _____

Reports/test results Phone: (_____) _____ Reports/Results Fax: (_____) _____

Your Campus/In-house Address: (If applicable): _____

If different than above, provide your specific: Phone Number: (_____) _____ Fax Number: (_____) _____

Your E-mail Address: _____

Beginning practice date at this location: ____/____/____

Practice arrangement (Please check all that apply):

- Solo Specialty Group Multi-Specialty Group Employee Resident Fellow Fellow Associate
 Partner/Associate Locum Tenens - Start date: ____/____/____ End date: ____/____/____

List your office hours (hours available to see patients):

	<i>Sun</i>	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>
<i>Open</i>							
<i>Close</i>							

Describe your coverage arrangements (24x7):

List the name(s) of all provider back-ups:

- Name: _____ Title: _____ Specialty: _____ License # _____
 Name: _____ Title: _____ Specialty: _____ License # _____
 Name: _____ Title: _____ Specialty: _____ License # _____
 Name: _____ Title: _____ Specialty: _____ License # _____

Supervising/Collaborative Physician for non-physician applicant:

- Name: _____ Title: _____ Specialty: _____ License # _____
 Name: _____ Title: _____ Specialty: _____ License # _____

SECTION B: OFFICE/PRACTICE SITE INFORMATION - continued

Answers to the questions on this page apply to the practice location identified on Page 3. This page should be duplicated and completed for every site at which you provide services.

For the following questions check those boxes that apply to you at the *practice location identified on page 3*. (If you have more than one directory listing, photocopy and complete this section for each listing and/or each location):

Directory Listing/Specialty: _____

Check all that apply: Primary Care Provider (PCP) Co-Care Manager Specialist
 Both PCP & Specialist PCP Back-up Only Specialist serving as a Back-up

Are you (the applicant practitioner) accepting new patients? Yes No

Special languages spoken/translated by you: _____

Identify your specific practice limitations on patients (age, gender, payer, scope of practice) if any:

Office handicapped accessible? Yes No
 Office accessible via public transportation? Yes No
 Services available for hearing impaired? Yes No

Estimated waiting time in days for appointments: Non-Urgent/Elective _____ days Urgent _____ days.

Provide billing and registration numbers (if applicable). These may be individual or group/clinic numbers:

<u>Type</u>	<u>Group Number</u>	<u>Individual Number</u>
Federal Tax Identification Number:		
Medicare Number:		
Medicaid Number:		
Wellmark BCBS Number:		
Delta Dental Number:		
CLIA Certificate Number:		N/A
UPIN Number	N/A	
NPI Number		

Does this practice location bill under a group number listed above? Yes No
 Does this practice location use a group Tax ID number listed above? Yes No
 Does this practice location have the capability to submit claims electronically? Yes No

Billing Contact and Account/Billing Address if different than the practice location address identified on Page 3:

Full Name: _____

Make Checks Payable to: _____

Address: _____ Phone Number: (_____) _____

_____ Fax Number: (_____) _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____

SECTION B: OFFICE/PRACTICE SITE INFORMATION – continued

Answers to the questions on this page apply to the practice location identified on Page 3. This page should be duplicated and completed for every site at which you provide services.

Office Manager:

Last Name: _____ First Name: _____
 Address: _____ Phone Number: (_____) _____
 _____ E-mail: _____
 City: _____ State: _____ Zip Code: _____

Nurse Coordinator:

Last Name: _____ First Name: _____
 Address: _____ Phone Number: (_____) _____
 _____ E-mail: _____
 City: _____ State: _____ Zip Code: _____

Credentialing/Privileging Contact:

Last Name: _____ First Name: _____
 Address: _____ Phone Number: (_____) _____
 _____ E-mail: _____
 City: _____ State: _____ Zip Code: _____

List all MD, DO, DDS, DPM, DC, and OD practitioners at this location (attach additional sheets if necessary):

Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____

List all other licensed practitioners at this location (PA, ARNP, CRNA, PhD, LISW, etc.) (attach additional sheets if necessary):

Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____
 Name: _____ Title: _____ License # _____

SECTION D: MALPRACTICE LIABILITY COVERAGE

By signing and dating this application you are attesting to the current malpractice coverage identified below.

Current Carrier: _____

Address: _____ Agent Name: _____

_____ Phone Number: (_____) _____

City: _____ State: _____ Zip Code: _____

Policy Number: _____

Coverage Amounts: \$ _____ / Occurrence \$ _____ / Aggregate

Dates of Coverage: From: ____ / ____ / ____ To: ____ / ____ / ____

Current Carrier: _____

Address: _____ Agent Name: _____

_____ Phone Number: (_____) _____

City: _____ State: _____ Zip Code: _____

Policy Number: _____

Coverage Amounts: \$ _____ / Occurrence \$ _____ / Aggregate

Dates of Coverage: From: ____ / ____ / ____ To: ____ / ____ / ____

List any privileges or procedures which are excluded or restricted under your current policy: _____

Previous Carrier: _____

Address: _____ Agent Name: _____

_____ Phone Number: (_____) _____

City: _____ State: _____ Zip Code: _____

Policy Number: _____

Coverage Amounts: \$ _____ / Occurrence \$ _____ / Aggregate

Dates of Coverage: From: ____ / ____ / ____ To: ____ / ____ / ____

Previous Carrier: _____

Address: _____ Agent Name: _____

_____ Phone Number: (_____) _____

City: _____ State: _____ Zip Code: _____

Policy Number: _____

Coverage Amounts: \$ _____ / Occurrence \$ _____ / Aggregate

Dates of Coverage: From: ____ / ____ / ____ To: ____ / ____ / ____

SECTION E: HOSPITAL AND FACILITY PRIVILEGES

List all hospitals and facilities at which you have held, have pending or currently hold privileges and describe the type(s) of privileges, (do not include privileges during internship, residency or training) (copy and include additional sheets if necessary):

Hospital/Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Active Admitting Courtesy Consulting Provisional Full Clinical Temporary Pending

Other: _____ Date From: ____/____/____ To: ____/____/____

Hospital/Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Active Admitting Courtesy Consulting Provisional Full Clinical Temporary Pending

Other: _____ Date From: ____/____/____ To: ____/____/____

Hospital/Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Active Admitting Courtesy Consulting Provisional Full Clinical Temporary Pending

Other: _____ Date From: ____/____/____ To: ____/____/____

Hospital/Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Active Admitting Courtesy Consulting Provisional Full Clinical Temporary Pending

Other: _____ Date From: ____/____/____ To: ____/____/____

Hospital/Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Active Admitting Courtesy Consulting Provisional Full Clinical Temporary Pending

Other: _____ Date From: ____/____/____ To: ____/____/____

SECTION F: CERTIFICATION

Please give the following information for each certification you have completed, or are eligible to complete (see below) (copy and include additional sheets if necessary):

NOT APPLICABLE

CERTIFICATION:

Board Name/Certificate Type/Issued By: _____

Board Specialty: _____ Board Sub-specialty: _____

Issuing Entity Address (City and State): _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Certificate Number: _____ Original Certification Date: ____/____/____

Expiration Date: ____/____/____ Recertification Date(s): ____/____/____, ____/____/____

CERTIFICATION:

Board Name/Certificate Type/Issued By: _____

Board Specialty: _____ Board Sub-specialty: _____

Issuing Entity Address (City and State): _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Certificate Number: _____ Original Certification Date: ____/____/____

Expiration Date: ____/____/____ Recertification Date(s): ____/____/____, ____/____/____

CERTIFICATION:

Board Name/Certificate Type/Issued By: _____

Board Specialty: _____ Board Sub-specialty: _____

Issuing Entity Address (City and State): _____

Phone Number: (_____) _____ Fax Number: (_____) _____

Certificate Number: _____ Original Certification Date: ____/____/____

Expiration Date: ____/____/____ Recertification Date(s): ____/____/____, ____/____/____

ELIGIBLE/ADMISSABLE FOR CERTIFICATION (Attach letter confirming admissibility):

Board Name/Certificate Type: _____

Written Examination: Completed ____/____/____ Scheduled ____/____/____

Oral Examination: Completed ____/____/____ Scheduled ____/____/____

Admissibility Dates: From ____/____/____ to ____/____/____

SECTION G: EDUCATION

Check the appropriate box and complete the following information for each level of education completed (copy and include additional sheets if necessary):

Level: UNDERGRADUATE MASTERS PHD MEDICAL DENTAL OTHER POST-GRADUATE

Institution Name: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Dates Attended: Beginning Date: ____/____/____ Ending Date: ____/____/____

Degree Received: _____ Area of Study/Major: _____ Year Graduated: _____

Phone Number: (____) _____ Fax Number: (____) _____ Email: _____

Level: UNDERGRADUATE MASTERS PHD MEDICAL DENTAL OTHER POST-GRADUATE

Institution Name: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Dates Attended: Beginning Date: ____/____/____ Ending Date: ____/____/____

Degree Received: _____ Area of Study/Major: _____ Year Graduated: _____

Phone Number: (____) _____ Fax Number: (____) _____ Email: _____

Level: UNDERGRADUATE MASTERS PHD MEDICAL DENTAL OTHER POST-GRADUATE

Institution Name: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Dates Attended: Beginning Date: ____/____/____ Ending Date: ____/____/____

Degree Received: _____ Area of Study/Major: _____ Year Graduated: _____

Phone Number: (____) _____ Fax Number: (____) _____ Email: _____

Explain any gaps in education: _____

SECTION H: TRAINING

Give the following information for each training program completed (copy and include additional sheets if necessary):

Level (check one): **INTERNSHIP** **RESIDENCY** **FELLOWSHIP** **OTHER**

Institution Name: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Dates Attended: Beginning Date: ____/____/____ Ending Date: ____/____/____

Type/Specialty: _____ Year Completed: _____ If not completed, please explain below.

Program Supervisor/Director Name: _____

Phone Number: (____) _____ Fax Number: (____) _____ Email: _____

Level (check one): **INTERNSHIP** **RESIDENCY** **FELLOWSHIP** **OTHER**

Institution Name: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Dates Attended: Beginning Date: ____/____/____ Ending Date: ____/____/____

Type/Specialty: _____ Year Completed: _____ If not completed, please explain below.

Program Supervisor/Director Name: _____

Phone Number: (____) _____ Fax Number: (____) _____ Email: _____

Level (check one): **INTERNSHIP** **RESIDENCY** **FELLOWSHIP** **OTHER**

Institution Name: _____

Address: _____

City: _____ State/Country: _____ Zip Code: _____

Dates Attended: Beginning Date: ____/____/____ Ending Date: ____/____/____

Type/Specialty: _____ Year Completed: _____ If not completed, please explain below.

Program Supervisor/Director Name: _____

Phone Number: (____) _____ Fax Number: (____) _____ Email: _____

Explain any incomplete training, any gaps in training, or any gaps between education and training: _____

SECTION I: PROFESSIONAL HISTORY

List all professional career experience and mark appropriate box for *type* (include additional sheet(s) if necessary), beginning with current professional activity. **Be sure to explain any chronological gaps below (if applicable).**

Type: EMPLOYMENT ACADEMIC/FACULTY MILITARY PUBLIC HEALTH OTHER

Location Name: _____

Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Beginning Date: ____/____/____ Ending Date: ____/____/____

Type: EMPLOYMENT ACADEMIC/FACULTY MILITARY PUBLIC HEALTH OTHER

Location Name: _____

Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Beginning Date: ____/____/____ Ending Date: ____/____/____

Type: EMPLOYMENT ACADEMIC/FACULTY MILITARY PUBLIC HEALTH OTHER

Location Name: _____

Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Beginning Date: ____/____/____ Ending Date: ____/____/____

Explain any gaps in professional history: _____

SECTION J: PROFESSIONAL REFERENCES

Give **four** professional peer references that have personal knowledge of your recent clinical abilities, ethics, health status and can provide specific written comments on these matters upon request. The named individuals must have acquired the requisite knowledge through recent observation of your professional ability. Do not include family or fellow students. Suggested peer references are: professors, practitioners in the same specialty, or department chairs.

Name: _____ **Title:** _____
Address: _____

City: _____ State: _____ Zip Code: _____
Position: _____ Phone Number: (_____) _____
E-mail: _____ Fax Number: (_____) _____

Name: _____ **Title:** _____
Address: _____

City: _____ State: _____ Zip Code: _____
Position: _____ Phone Number: (_____) _____
E-mail: _____ Fax Number: (_____) _____

Name: _____ **Title:** _____
Address: _____

City: _____ State: _____ Zip Code: _____
Position: _____ Phone Number: (_____) _____
E-mail: _____ Fax Number: (_____) _____

Name: _____ **Title:** _____
Address: _____

City: _____ State: _____ Zip Code: _____
Position: _____ Phone Number: (_____) _____
E-mail: _____ Fax Number: (_____) _____

Please be sure to carefully read and answer each question below, and explain any “yes” answers on page 15.

* Note - A special form is attached for Malpractice Claim History on Addendum C →→

SECTION K: QUALITY FOCUSED QUESTIONS

1. Have you ever voluntarily or involuntarily surrendered or relinquished a state, district or federal professional license or registration (DEA or State Controlled Substance Certificate), board certification or any other certification?..... YES NO
2. Have you ever voluntarily or involuntarily had a state, district or federal professional license or registration (DEA or State Controlled Substance Certificate), board certification or any other certification revoked, suspended, limited, denied or refused by an Iowa licensing, state or federal drug administration, certifying board, or by such an entity in any other state(s)?..... YES NO
3. Have there been any previously successful or are there any currently pending challenges, complaint(s), sanction(s), disciplinary actions(s), investigations or denials recommended or taken against your state, district or federal professional license(s), registrations (DEA or State Controlled Substance Certificate), board certification or any other certification(s)?..... YES NO
4. Have you ever voluntarily or involuntarily withdrawn from a clinical, medical, dental or professional staff?..... YES NO
5. Have you ever voluntarily or involuntarily withdrawn a request for an increase in privileges?..... YES NO
6. Have you ever been refused membership on a clinical, medical, dental or professional staff (other than for a general closure of that staff to providers of your specialty)?..... YES NO
7. Have you ever had a hospital, health care facility, or other health care organization invoke probation, issue a reprimand, impose proctoring (other than proctoring when privileges are initially granted), require a second opinion or initiate an investigation of your professional conduct or competency?..... YES NO
8. Are you currently performing or do you plan to perform any procedures for which you have ever been refused or lost privileges?..... YES NO
9. Have you ever been the subject of a formal or public citation or warning or ever had a sanction of any kind imposed by any health care institution, health care organization, licensing authority or other governmental entity, or voluntarily or involuntarily resigned under threat of the same?..... YES NO
10. Have your employment, medical staff appointment/membership, or clinical privileges ever been challenged or voluntarily or involuntarily suspended, reduced, revoked, refused (denied), relinquished, terminated, limited or lost at any hospital, healthcare plan or other healthcare facility or organization?..... YES NO
11. Have you ever been convicted of any crime related to your clinical, medical, dental or professional practice? YES NO
12. Regarding Medicare, Medicaid, or any other governmental health-related programs, have you ever been convicted of a crime or been subjected to civil penalties, disciplinary proceedings, investigations, denial of or suspension from participation, or had any type of sanction?..... YES NO
13. Do you have any felony, grand jury indictment, or other criminal charges pending?..... YES NO
14. Have you ever been convicted of, found guilty of or pled no contest to a felony, grand jury indictment or crime, other than a minor traffic violation?..... YES NO
15. Do you presently have a physical, mental or emotional condition (including alcohol or drug dependence) that affects or is reasonably likely to affect your ability to perform your professional duties appropriately or which could adversely affect the quality of care rendered by you to patients or jeopardize the safety of patients?..... YES NO
16. Has your malpractice insurance ever been denied, suspended, limited, not renewed or terminated by a carrier?..... YES NO

TO AVOID DELAY IN THE PROCESSING OF THIS APPLICATION
PLEASE BE SURE TO SIGN AND DATE FOR CERTIFICATION / ATTESTATION / and RELEASE BELOW
AND ANY ADDENDUMS (if applicable).

Applicants have the following rights:

- You may request to review the information submitted in support of your credentialing application;
- You may correct any erroneous information found in your credentialing files; and
- You will be notified if any information collected during the credentialing process varies substantially from the information you submitted.
- Upon request, you will be informed about the status of your credentialing application.

I represent and warrant that all of the information provided and the responses given on this application are correct and complete to the best of my knowledge and belief. I understand that willful falsification or willful omission of information could result in the rejection or termination of my participation in any plan, staff or panel, in addition to penalties provided by law. I hereby authorize the hospital, CVO, credentialing entity or managed care plan, or its delegated agents, staff and representatives to collect and review all records and documents, which may include records of previous education, training and licensure; board certification status; and responses to queries to the National Practitioner Data Bank and Criminal Background Check investigations, that may be material to an evaluation of my professional qualifications and competence. I also understand that certain fields of data on this application contain time-sensitive information and must be updated from time to time, as required by specific credentialing criteria; in that regard, I authorize the entity to which this application is submitted, to collect from me and other sources this information on an as-needed basis, and understand and agree they may communicate with me through various means, including but not limited to telephone, mail, and/or e-mail over the internet, regarding my application. I hereby release from liability the entity to which this application is submitted and their delegated agents, staff and representatives for their acts performed without malice in connection with the evaluation of my application and my credentials and qualifications. It is my understanding that the entity to which this application is submitted shall treat the information provided herein or on any attachments hereto, and on any documents submitted or collected in support of this application as confidential and shall only disclose such information to third parties as required for purposes approved by me, my designated entity, or as authorized under state or federal law or regulation, and, I further release from any liability any and all individuals and organizations who provide information to the entity reviewing my credentials, and its agents, staff and representatives, in good faith and without malice, concerning my professional qualifications, competence, ethics and character, and I hereby consent to the release of such information. 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 doubts about such qualifications.

If making this application for hospital privileges, I acknowledge that I have been provided the Bylaws, Rules and Regulations of the hospital to which this application applies, and I agree to abide by them and the terms thereof without regard to whether or not I am granted clinical privileges in all matters relating to the consideration of my application for staff membership. I also pledge to provide or arrange for continuous care of my patients.

Practitioner Signature: _____ **Date:** ____/____/____

Practitioner Name (please type or print): _____

Practitioner Initials: _____

PRACTITIONER ACKNOWLEDGEMENT STATEMENT

MEDICARE / MEDICAID / CHAMPUS (TRI-CARE)

Medicare/Medicaid and Champus (TriCare) payment to hospitals is based on each patient's principal and secondary diagnoses and the major procedures performed on the patient, as attested to by the patient's attending practitioners by virtue of his or her signature in the medical record. Anyone who misrepresents, falsifies, or conceals essential information required for payment of Federal funds may be subject to fine, imprisonment or civil penalty under applicable Federal laws.

Name (Please Print)

Practitioner's Legal Signature

Practitioner's signature as written on medical records

Practitioner's initials

Date

This statement must be signed, dated and returned with your completed application.

Medicare/Medicaid and Champus (Tri-Care) payment applies to all hospitals.

ALTERNATE COVERAGE- FOR HOSPITAL OR FACILITY APPLICANTS ONLY

Please list **TWO** alternate practitioners who have privileges at the hospital or facility to which you are applying. The alternates must be in the same department / section and have like privileges to cover for you in your absence. **If you are unable to list two alternates, please contact the medical staff office of the appropriate facility if further instructions are needed.**

Hospital/Facility

Alternate #1

Alternate #2

Hospital/Facility

Alternate #1

Alternate #2

Hospital/Facility

Alternate #1

Alternate #2

Hospital/Facility

Alternate #1

Alternate #2

MALPRACTICE CLAIM HISTORY FORM

Practitioner Name: _____

If you have any professional malpractice activity to report on this application, complete this page for each professional liability incident (copy and include additional sheets if necessary).

Description of allegation or action taken: _____

Date of incident: ____/____/____

Date of claim or suit filed: ____/____/____

Location of incident: _____

Insurance carrier name: _____

Insurance carrier address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ Fax Number: (____) _____

Describe your involvement with the patient's care. Your narrative must include the following at a minimum:

- 1) Condition and diagnosis at time of incident
- 2) Dates and description of treatment rendered
- 3) Condition of patient subsequent to treatment

Your Status: Primary Defendant Co-Defendant Other (specify) _____

Claim Status: Open Pending Closed

If closed, indicate the date closed and case outcome: Date Closed: ____/____/____

Dismissed with prejudice Settled with Prejudice Judgment for Defendant

Dismissed without prejudice Settled without Prejudice Judgment for Plaintiff

Amount of settlement or judgment paid on your behalf (if any): \$ _____

Date of payment: ____/____/____

I certify that the information in this document is correct and complete to the best of knowledge:

Practitioner's Signature _____
Date