

## **CREDENTIALING/RE-CREDENTIALING REQUIREMENTS**

As a delegated credentialing agent, it is the policy of Evergreen to ensure that primary source verification of physicians at credentialing and recredentialing is according to URAC (Utilization Review Accreditation Commission) and NCQA (National Committee for Quality Assurance) standards.

Effective September 1, 2000, Evergreen began credentialing providers independent from The Medical Center. As such, regulatory agencies require we maintain a complete file separate from the hospital and therefore must ask for current copies of your credential documents. It is essential that all required documentation of credential information be dated within 180 days of reappointment.

The following is a list of required documents:

- Physician Reappointment Packet (GGA Uniform Application (Part I & Part II) , Release of Information, Ability to Perform Duties)
- Copy of current DEA (s)
- Copy of current Georgia and/or Alabama Medical License
- Copy of current Malpractice Insurance Certificate
- Copy of Board Certification or letter stating eligibility (*if received since last appointment*)
- Continuing Medical Education Course Documentation (*since last appointment*)
- Copy of current Curriculum Vitae (*Specify to/from dates and history of employment*)
- Copy of current W-9