Credentialing Application Packet Instructions

In support of Washington State Senate Bill 5346 (An act relating to establishing streamlined and uniform administrative services for payors and providers) Coordinated Care requires communication of provider data materials using one of the two centralized single source to enter your provider data for purposes of credentialing:

- OneHealthPort (OHP) hosts the ProviderSource)
- Council for Affordable Quality Healthcare (CAQH)

Note: *You will only see Coordinated Care listed after you are logged into your application.*

This service is free to Practitioners entering their data. When you use this service to complete the Washington Practitioner Application, please upload images of the documents identified below (Practitioner/Group). All other types (Ancillary/Clinic/Hospital) must supply documents separately with the appropriate application.

☐ **Practitioner/Group**	☐ **Ancillary/Clinic**	☐ **Hospital**
☐ Washington Practitioners Application Authorization and Release of Information (*Signed and dated within the last 120 days from submission*)	☐ Hospital/Facility Provider Credentialing Application (*one per Facility/Clinic/Ancillary Provider*)	☐ Hospital/Facility Provider Credentialing Application (*one per Hospital Provider*)
☐ W-9 for each unique Tax ID	☐ W-9 for each unique Tax ID	☐ W-9 for each unique Tax ID
☐ Provider Data Form (*single practitioner*) or Completed Roster (*multiple practitioners*)	☐ Disclosure of Ownership and Control Interest Statement (*Refer to Section I of the document - Federal Law requires all entities, applicants, individual practitioners and group of individual practitioners having an ownership or control interest in the provider entity of 5% or greater and participate in federally funded programs to provide information on ownership and controls.)*	☐ Disclosure of Ownership and Control Interest Statement (*Refer to Section I of the document - Federal Law requires all entities, applicants, individual practitioners and group of individual practitioners having an ownership or control interest in the provider entity of 5% or greater and participate in federally funded programs to provide information on ownership and controls.)*
☐ Disclosure of Ownership and Control Interest Statement (*Refer to Section I of the document - Federal Law requires all entities, applicants, individual practitioners and group of individual practitioners having an ownership or control interest in the provider entity of 5% or greater and participate in federally funded programs to provide information on ownership and controls.)*	☐ Copy of State Operational License	☐ Copy of State Operational License
☐ NPI matches NPPES and NPIs used on the app are consistent throughout	☐ Other applicable State/Federal/Licensures (*i.e. CLIA, DEA, Pharmacy, or Department of Health*)	☐ Other applicable State/Federal/Licensures (*i.e. CLIA, DEA, Pharmacy, or Department of Health*)
Documents to upload to CAQH or OHP:	☐ Copy of Accreditation/certification *(by a nationally-recognized accrediting body, i.e. TJC/JCAHO*) If not accredited by a nationally-recognized body, Site Evaluation Results by a government agency.	☐ Copy of Accreditation/certification (*by a nationally-recognized accrediting body, i.e. TJC/JCAHO*) If not accredited by a nationally-recognized body, Site Evaluation Results by a government agency.
☐ Copy of Declaration Page of Professional Policy	☐ Copy of Current General Liability coverage (*document showing the amounts and dates of coverage*)	☐ Copy of Current General Liability coverage (*document showing the amounts and dates of coverage*)
☐ Copy DEA Controlled Substance Registration (*Current Year*)	☐ Copy of Medicaid/Medicare Certification (*if not certified, provide proof of participation*)	☐ Copy of Medicaid/Medicare Certification (*if not certified, provide proof of participation*)
☐ Board Certification Certificate (*If applicable*)	☐ NPI matches NPPES and NPIs used on the app are consistent throughout	☐ NPI matches NPPES and NPIs used on the app are consistent throughout
☐ Education Certificate for Foreign Medical Graduates - ECFMG (*If applicable*)	☐ Completed Practitioner/Location Roster	☐ Completed Practitioner/Location Roster

Note: If you have already completed your application with CAQH or Provider Source, please ensure that you have authorized Coordinated Care to access your data. This can be done by calling CAQH at (888) 599-1771 or by logging into your account and adding Coordinated Care to your list of authorized plans. Using the CAQH Universal Credentialing DataSource does not grant participation or constitute applying for participation with Coordinated Care. Please submit this and all documents via email as follows (unless otherwise instructed):

- For new contracts and additions to existing contracts: CONTRACTING@coordinatedcarehealth.com

Hospital/Facility Provider Application

Instructions: In order for the application to be considered complete:

1. All information must be legible. Please print or type all information.
2. A separate application must be completed for each Legal Entity/TIN.
3. The Application must be signed and dated.
4. If necessary, use a separate sheet of paper to provide additional information.
5. The original application with attachments should be attached to the Provider Agreement.
6. Fill-in the Tax ID# at the bottom of every page for reference purposes.

Attach the following to the completed application:

- State Operational License
- Other applicable State/Federal Licensures (e.g., CLIA, DEA, Pharmacy or Department of Health)
- Accreditation/Certification (by a nationally recognized accrediting body, e.g., TJC/JCAHO)
- If not accredited by a nationally recognized accrediting body, attach the Site Evaluation Results from a governmental agency
- W-9
- Ownership and Disclosure Form
- For Medicare/Medicaid Plans (MMP), attach the MMP Directory Requirements form
- Other applicable State/Federal Licensures (See last page for list of state-required documents)

☐ **Initial Credentialing/ Assessment** ☐ **Re-Credentialing/ Re-Assessment** ☐ **Addition of new site to current contract**

Legal Entity/TIN: _____

This application applies to the following **Provider Types**: (Choose all that apply)

☐ Adult Day Care Center; NPI:	☐ Clinic – Indian Health Center (IHC); NPI:	☐ Hospice; NPI:
☐ Adult Living Facility/Assisted Living Facility; NPI:	☐ Clinic – Rural Health Clinic (RHC); NPI:	☐ Hospital; NPI:
☐ Agency (Dept. of Health, State Health); NPI:	☐ Diagnostic Imaging Center; NPI:	☐ Skilled Nursing Facility; NPI:
☐ Ambulance; NPI:	☐ Dialysis; NPI:	☐ Skilled Nursing Facility; NPI:
☐ Assisted Long-Term Care Facility; NPI:	☐ Durable Medical Equipment; NPI:	☐ Surgical Center; NPI:
☐ Board of Health; NPI:	☐ Home & Community Based Services (HCBS); NPI:	☐ Urgent Care (Attached to Hospital); NPI:
☐ Clinic –Federally Qualified Health Center (FQHC); NPI:	☐ Home Health Agency; NPI:	☐ Urgent Care (Free Standing); NPI:

Contact Information:

If questions about this application, contact:	**Phone Number:**
Email:	**Fax Number:**

Legal Entity Information (Name on Income Tax Return)

Tax ID Holder Name:	**Federal Tax ID Number:**
Legal/Tax Address (where you want the 1099 sent):	

Insurance Information

Carrier:	**Amount of Coverage:**	**Dates:**

Billing Information

Pay To Name (Issue check to): Note: May be different than name on the 1099.		
Pay To Address (Send remittance to:	**City, State, Zip:**	**Phone Number:**
Billing Contact Name:	**Billing Contact Email:**	**Fax Number:**

Note: Each Provider Type/NPI listed on in the Provider Type Grid on Page 1, must have one service location.

Tax ID Number:_____

Complete for each Service Location that is part of this application. .

Service Location 1 of ____		
Group or Facility Name (to be displayed in the Directory)		
Tax ID Number: ☐ **Same as Legal Entity**	**Provider Type:**	**National Provider ID # (NPI):**
State License Number:	**Medicaid Number:**	**Medicare Number:**
Service Location Address: ☐**Same as Legal Entity**		
Physical Street Address:	**City, State, Zip:**	**County**
Main Switchboard Phone Number:	**Service Location Fax Number**	**Email:**

Service Location Office Hours:

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

☐ **24 Hours** ☐ **8 – 5**

Service Location Handicap Access? ☐**Yes** ☐ **No**	**Service Location Accepting New Patients?** ☐**Yes** ☐ **No**	**ADA Compliant?** ☐**Yes** ☐ **No**

Please list any Foreign Languages spoken at this location:

Is your practice limited to certain ages? ☐**Yes** ☐ **No**
If Yes, specify age restrictions:
☐**None** ☐ **0-2 years** ☐**0-12 years** ☐**0-17 years** ☐ **0-20 years** ☐**13+ years** ☐**Other _____**
☐**13-17 years** ☐**13-20 years** ☐**3+ years** ☐**17+ years** ☐**21+ years** ☐**65+ years** **_____**

Billing Information for Service Location 1 of _____ : ☐**Same as indicated on Page 2 (If different, complete below)**		
Pay To Name (Issue check to): Note: May be different than name on the 1099.		
Pay To Address (Send remittance to:	**City, State, Zip:**	**Phone Number:**
Billing Contact Name:	**Billing Contact Email:**	**Fax Number:**

Insurance Information for Service Location 1 of _____: ☐**Same as indicated on Page 2 (If different, complete below)**		
Carrier:	**Amount of Coverage:**	**Dates:**

Tax ID Number:_____

Service Location 1 of _____ - Accreditation/Certification Type

☐ **Same as Legal Entity**

Please provide a copy of these documents; including the Survey Results and a report that shows the effective date of accreditation or certification, deficiencies and approved corrective action plan.

Agency Name	Level Status	Applied Date	Expiration Date
Accreditation Commission for Health Care (AHCH)			
American Association of Ambulatory Health Centers (AAAHC)			
American Board for Certification in Orthotics & Prosthetics, Inc. (ABCOP)			
American College of Radiology (ACR)			
American Osteopathic Hospital Association (AOHA)			
Board of Orthotist / Prosthetist Certification (BOCUSA)			
Clinical Laboratory Improvement Act (CLIA)			
Commission on Accreditation for Rehab Facilities (CARF)			
Community Health Accreditation Program (CHAP)			
Healthcare Quality Association on Accreditation (HQAA)			
The Joint Commission (TJC (aka JCAHO))			
Det Norske Veritas/National Integrated Accreditation for Healthcare Organizations (DNV/NIAHO)			
National Association of Boards of Pharmacy (NABP			
National Committee for Quality Assurance (NCQA)			
State Facility Operating License			
The National Board of Accreditation for Orthotic Suppliers (NBAOS)			
Utilization Review Accreditation Commission/Accreditation HealthCare Commission, Inc. (URAC)			
Others (please list):			

Service Location 1 of _____ – Sanctions

☐ **Same as Legal Entity**

If yes, to any question below, please explain on a separate sheet of paper.

Have there been any settled malpractice claims, suites, settlements or proceedings involving your Organization within the past five years?	☐ **Yes** ☐ **No**
Has your Organization ever been disciplined, fined, excluded from, debarred, suspended, reprimanded, sanctioned, censured, disqualified or otherwise restricted in regard to participation in the Medicare or Medicaid program, or in regard to other federal or state government health care plans or programs?	☐ **Yes** ☐ **No**
Has an officer of your Organization ever been convicted of, pled guilty to, or pled "no lo contendere" to any felony including an act of violence, child abuse, or a sexual offense?	☐ **Yes** ☐ **No**

Complete for each Service Location that is part of this application. (Make additional copies as needed)

Additional Service Locations

Service Location _____ of _____		
Group or Facility Name (to be displayed in the Directory)		
Tax ID Number: ☐ **Same as Legal Entity**	**Provider Type:**	**National Provider ID # (NPI):**
State License Number:	**Medicaid Number:**	**Medicare Number:**
Service Location Address: ☐**Same as Legal Entity**		
Physical Street Address:	**City, State, Zip:**	**County**
Main Switchboard Phone Number:	**Service Location Fax Number**	**Email:**

Service Location Office Hours:

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

☐ **24 Hours** ☐ **8 – 5**

Service Location Handicap Access? ☐**Yes** ☐ **No**	**Service Location Accepting New Patients?** ☐**Yes** ☐ **No**	**ADA Compliant?** ☐**Yes** ☐ **No**

Please list any Foreign Languages spoken at this location:

Is your practice limited to certain ages? ☐**Yes** ☐ **No**
If Yes, specify age restrictions:
☐**None** ☐ **0-2 years** ☐**0-12 years** ☐**0-17 years** ☐ **0-20 years** ☐**13+ years** ☐**Other _____**
☐**13-17 years** ☐**13-20 years** ☐**3+ years** ☐**17+ years** ☐**21+ years** ☐**65+ years** _____

Billing Information for Service Location _____ of _____:

☐**Same as indicated on Page 2 (If different, complete below)**

Pay To Name (Issue check to): Note: May be different than name on the 1099.		
Pay To Address (Send remittance to:	**City, State, Zip:**	**Phone Number:**
Billing Contact Name:	**Billing Contact Email:**	**Fax Number:**

Insurance Information for Service Location _____ of _____:

☐**Same as indicated on Page 2 (If different, complete below)**

Carrier:	**Amount of Coverage:**	**Dates:**

Additional Service Locations (continued) (Make additional copies as needed)

Service Location _____ of ____ - Accreditation/Certification Type

☐ **Same as Legal Entity**

Please provide a copy of these documents; including the Survey Results and a report that shows the effective date of accreditation or certification, deficiencies and approved corrective action plan.

Agency Name	Level Status	Applied Date	Expiration Date
Accreditation Commission for Health Care (AHCH)			
American Association of Ambulatory Health Centers (AAAHC)			
American Board for Certification in Orthotics & Prosthetics, Inc. (ABCOP)			
American College of Radiology (ACR)			
American Osteopathic Hospital Association (AOHA)			
Board of Orthotist / Prosthetist Certification (BOCUSA)			
Clinical Laboratory Improvement Act (CLIA)			
Commission on Accreditation for Rehab Facilities (CARF)			
Community Health Accreditation Program (CHAP)			
Healthcare Quality Association on Accreditation (HQAA)			
The Joint Commission (TJC (aka JCAHO))			
Det Norske Veritas/National Integrated Accreditation for Healthcare Organizations (DNV/NIAHO)			
National Association of Boards of Pharmacy (NABP			
National Committee for Quality Assurance (NCQA)			
State Facility Operating License			
The National Board of Accreditation for Orthotic Suppliers (NBAOS)			
Utilization Review Accreditation Commission/Accreditation HealthCare Commission, Inc. (URAC)			
Others (please list):			

Service Location _____ of _____ – Sanctions ☐ **Same as Legal Entity**

If yes, to any question below, please explain on a separate sheet of paper.

Have there been any settled malpractice claims, suites, settlements or proceedings involving your Organization within the past five years?	☐ **Yes** ☐ **No**
Has your Organization ever been disciplined, fined, excluded from, debarred, suspended, reprimanded, sanctioned, censured, disqualified or otherwise restricted in regard to participation in the Medicare or Medicaid program, or in regard to other federal or state government health care plans or programs?	☐ **Yes** ☐ **No**

Has an officer of your Organization ever been convicted of, pled guilty to, or pled "no lo contendere" to any felony including an act of violence, child abuse, or a sexual offense?	☐ **Yes** ☐ **No**

Tax ID Number:_____

PROVIDER RESPONSIBILITY STATEMENT

I hereby understand that as a prospective/current Coordinated Care provider, I am solely responsible for ensuring that any licensed practitioners under my employment or working in association with my clinical practice are fully qualified and have all necessary licenses required by all relevant laws to legally perform the assigned functions within my practice. Further, I agree that each such individual must be fully presented to Coordinated Care Credentials Committee for their review and approval, and, absent such affirmative approval, Coordinated Care members assigned to my care may not be treated or assisted by such individuals under my employment or associated to my practice without prior approval from Coordinated Care. Further, from time to time, such licensed practitioners may change, as my practice associates. In all such cases, I accept responsibility for notifying Coordinated Care in a timely manner about these new arrangements and will be responsible for fully cooperating in the submission of completed application forms and providing any other information as may be required to satisfy Coordinated Care credentials/re-credentials requirements for all such individuals associated with my practice.

By applying for participation to the Plan, I hereby fully understand that the information submitted in this application shall be held confidential by the Plan and provided only to individuals connected with the Plan on a need to know basis. Notwithstanding the foregoing, I agree to the following:

- ✓ Participation in the credentialing review functions of the Plan.
- ✓ Authorize the Plan and its representatives to consult with prior or current associates and others who may have information bearing on our professional competence, character, health status, ethical qualifications, ability to work cooperatively with others and other qualifications needed for verification of credentials. This includes such primary source verifications as accreditation bodies, professional liability carriers, State and Federal agencies or any other verification entities required by the Plan's accrediting bodies, CMS, DOM, or other State or Federal regulatory agencies.
- ✓ Consent to an inspection by the Plan and its representatives of all documents that may be material to an evaluation of qualifications and competence. This is applicable if the applicant is not accredited by a nationally recognized accrediting body.
- ✓ Consent to the release of such information for credentialing purposes.
- ✓ Release from liability all representatives of the Plan for their acts performed and statements made, in good faith and without malice, in connection with evaluating the application, credentials and qualification for determination of credentialing status.
- ✓ Acknowledge that I, the Applicant, have the burden of producing adequate information for a proper evaluation of our professional, ethical and other qualifications for credentialing purpose and for resolving any doubts about such qualifications.
- ✓ Acknowledge that any material misstatement in, or omissions from, this application constitute cause for denial of credentialing status or cause for summary for revocation or suspension of privileges and/or dismissal from the participating network.

STATEMENT OF APPLICATION/AUTHORIZATION FOR RELEASE OF INFORMATION

In order to evaluate this application for participation in and/or continued participation in the Plan, the Facility hereby gives permission to the Plan to request from other entities information regarding the Facility's credentials and qualifications. This includes consent to contact the Facility's accreditation agencies, State Regulatory and Licensing Departments, professional liability and workers compensation insurance carriers. The Facility understands that the Plan will use this information in a confidential manner on its own behalf and, if applicable, as an agent for one of its affiliated networks in connection with the administration of the Plan.

The Facility certifies that the information provided and the answers to the questions on this application are accurate and complete. While this application is being evaluated, and if this Facility/Subcontractor is selected or retained, after such selection or retention, the Facility agrees to inform the Plan in writing within 15 days of any changes in the information provided and the answers to questions on the application as a result of developments subsequent to the execution of this application.

The Facility agrees that submission of this application does not constitute selection or retention by the Plan on its own behalf or, if applicable, as an agent for one of its affiliated Plans and if the Facility is initially applying for participation, grants this Facility no rights or privileges in any Plan programs or any program or one of its affiliated Plans until such time as this Facility receives notice of selection.

All information submitted in this application is true and complete to the best of my/our knowledge and belief. A photo copy of this original constitutes our written authorization and requests to release any and all documentation relevant to this application. Said photo copy shall have the same force and effect as the signed original.

Name of Provider: _____ **Date:** _____

Print or type name

_____

Signature of Provider or Authorizing Representative **Title**

A stamp signature is not acceptable

Tax ID Number:_____

coordinated care

Disclosure of Ownership And Control Interest Statement

The federal regulations set forth in 42 CFR 455.104, 455.105 and 455.106 require providers who are entering into or renewing a provider agreement to disclose to the U.S. Department of Health and Human Services, the state Medicaid agency, and to managed care organizations that contract with the state Medicaid agency: 1) the identity of all owners with a control interest of 5% or greater, 2) certain business transactions as described in 42 CFR 455.105 and 3) the identity of any excluded individual or entity with an ownership or control interest in the provider, the provider group, or disclosing entity or who is an agent or managing employee of the provider group or entity. If there are any changes to the information disclosed on this form, an updated form should be completed and submitted to Coordinated Care within 30 days of the change. Please attach a separate sheet if necessary to provide complete information.

Practice Information

Check one that most closely describes you: ☐ Individual ☐ Group Practice ☐ Disclosing Entity
Name of Individual, Group Practice, or Disclosing Entity:
DBA Name:
Address:
Federal Tax Identification Number: Provider CAQH #:

Section I

For individuals, list the name, title, address, date of birth (DOB) and Social Security Number (SSN) for each individual having an ownership or control interest in this provider entity of 5% or greater.

For entities, list the name, Tax Identification Number (TIN), business address of each organization, corporation, or entity having an ownership or control interest of 5% or greater. Please attach a separate sheet if necessary. (42 CFR 455.104)

Name of individual or entity	DOB	Address	SSN (if listing an individual) TIN (if listing an entity)

Section II

Are any of the individuals listed above related to each other? ☐ Yes ☐ No

If yes, list the individuals named above who are related to each other (spouse, sibling, parent, child). (42 CFR 455.104)

Names	Type of relation

Section III

Are there any subcontractors that the Disclosing Entity has direct or indirect ownership of 5% or more? ☐ Yes ☐ No

If yes, list the name and address of each person with an ownership or controlling interest in any subcontractor used in which the disclosing entity has direct or indirect ownership of 5% or more. (42 CFR 455.104)

Name of individual or entity	DOB	Address	SSN (if listing an individual) TIN (if listing an entity)

Section IV

Has any person (individual or entity) who has an ownership or control interest in the provider, or is an agent or managing employee of the provider, ever been convicted of a crime related to that person's involvement in any program under Medicaid, Medicare, or Title XX program? ☐ Yes ☐ No (verify through IUIS-OIG Website)

If yes, please list those persons below. (42 CFR 455.106)

Name/Title	DOB	Address	SSN

Section V

Business Transactions: Has the disclosing entity had any financial transaction with any subcontractors totaling more than $25,000 or any significant business transactions with any subcontractors? ☐ Yes ☐ No

If yes, list the ownership of any subcontractor with whom this provider has had business transactions totaling more than $25,000 during the previous twelve month period; and any significant business transactions between this provider and any wholly owned supplier, or between the provider and any subcontractor, during the past 5-year period. (42 CFR 455.105).
Attach a separate sheet if necessary.

Name Supplier/Subcontractor	Address	Transaction Amount

Section VI

Have you identified your status (under Practice Information above) as a Disclosing Entity? ☐ Yes ☐ No

If yes, for Disclosing Entities, list each member of the Board of Directors or Governing Board, including the name, date of birth (DOB), Address, Social Security Number (SSN), and percent of interest

Name/Title	DOB	Address	SSN	% Interest

I certify that the information provided herein, is true and accurate. Additions or revisions to the information above will be submitted immediately upon revision. Additionally, I understand that misleading, inaccurate, or incomplete data may result in a denial of participation.

Signature _____ **Title (or indicate if authorized Agent)** _____

Name (please print) _____ **Date** _____

Please return the completed form by fax to 1-877-644-4602, by email to contracting@coordinatedcarehealth.com or by mail to:

Coordinated Care
Attention: Provider Contracting
1145 Broadway, Suite 300
Tacoma, WA 98402