

Credentialing Checklist

Understand each step of the credentialing process and keep track of required documents with Claimocity's credentialing checklist.



Pre-Application

Before you submit any forms, gather the required information and documents for a smooth credentialing experience:

- ☐ Initial research and professional information
- ☐ Personal information and documents
- ☐ Education and training documents
- ☐ Professional licenses and certifications
- ☐ Work history & experience
- ☐ Malpractice insurance and claims history
- ☐ Professional references

Submitting Your Application

Credentialing forms must be submitted to each payer, and each has its own requirements. Errors or omissions, no matter how small, can significantly delay approval. Follow each payer's specific instructions and double-check details like dates, addresses, and group affiliations. Be sure to include:

- ☐ Educational history
- ☐ Current medical license, DEA registration, and board certification
- ☐ Work history with explanation of any gaps
- ☐ Evidence of Continual Malpractice Coverage
- ☐ Professional references
- ☐ Hospital privilege or hospital affiliation
- ☐ CAQH enrollment

Follow Up & Monitoring

Processing times vary widely-some payers respond in 30 days, others take 90–120 days or more. Delays are common, that's why consistent follow-up is key to avoiding credentialing-related denials.

- ☐ Obtain verification of receipt
- ☐ Check in regularly with payers
- ☐ Keep credentialing and billing teams aligned
- ☐ Track responses and enrollment confirmations

Streamline your inpatient practice with Claimocity's premier credentialing experts.

[Schedule a call today!](#)

