Clarion RCM

Credentialing Documents Checklist

Gather these before you start. Tick each item as you collect a current copy.

Provider documents

- [ ] State license number and expiration date for each state of practice
- [ ] DEA registration, if applicable to the provider
- [ ] NPI number
- [ ] Board certification, if applicable
- [ ] Education, training, and residency or fellowship details
- [ ] Current CV with work history; any gaps explained in a sentence
- [ ] Malpractice insurance certificate with current dates
- [ ] Hospital affiliations or privileges, if any
- [ ] Collaborative or supervision agreements, if applicable

Practice details

- [ ] Tax ID and W-9 for the practice
- [ ] Practice locations, phone numbers, and an authorized contact
- [ ] Provider name written the same way on every document

Before you submit: check every expiration date and ask whether it will still be valid in two to three months. Keep one folder per provider with current copies. Requirements differ by payer and hospital; confirm the exact list with each one.

General information, not legal or financial advice. Requirements vary by state and payer.