Clarion RCM

Payer Enrollment Information Checklist

Information payers commonly ask for on enrollment applications.

Identifiers

- [ ] Individual NPI for each provider, and a group NPI if applicable
- [ ] Tax ID (TIN) and W-9 for the practice
- [ ] Provider specialty and taxonomy codes

Practice and provider details

- [ ] Practice name, service location address, and billing address
- [ ] Active state license, and DEA registration if applicable
- [ ] Malpractice insurance certificate
- [ ] CAQH profile that is current and ready to authorize
- [ ] Ownership and managing-control information where the payer asks for it
- [ ] A contact person for payer follow-up

Payment setup

- [ ] Bank details for electronic payments and remittance advice

After you submit: write down the date, who you sent it to, and any reference number. When approval arrives, read the effective date carefully. Forms and requirements differ by payer.

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