

Physician/Practitioner Application Checklist

Please ensure current copies of the following items are included in your completed application packet:

- Curriculum vitae (CV)**
List current position and a continuous five-year work history, including month and year.
- Explanatory statements**
You must provide explanations for any provider application and release form credentialing questions you answered with **Yes**.
- Liability insurance**
Include all required details within your application or a copy of the face sheet (must be current within 30 days of the date you submit your application).
- Malpractice history**
A detailed explanation of any malpractice actions settled within a five-year period and in the following amounts: \$200,000 or more for physicians/practitioners and \$600,000 or more for obstetricians/gynecologists, neurosurgeons, and orthopedic surgeons.
- Participating agreement and attachments**
Executed by the physician/practitioner.
- Physician/practitioner credentialing application and release form**
Completed and signed or will accept a state-approved universal credentialing form if the physician wishes to use this instead of completing the enclosed credentialing application.

Applying as a group:

- Complete the provider group application and release form.
- One credentialing application and release form for each provider within the group.
(Each individual provider must be credentialed before he or she is considered to be a participating provider and should not render care to members until being notified of the credentialing committee's decision regarding individual participation.)

We participate with the Council for Affordable Quality Healthcare (CAQH). If you are a participating CAQH provider:

- Complete the CAQH recruiting fax form to allow us to begin the credentialing process.

Physician's board certification:

- Evidence of current board certification by American Board of Medical Specialties (ABMS), American Osteopathic Association (AOA), American Board of Oral and Maxillofacial Surgery (ABOMS), American Board of Physician Specialties (ABPS), American Board of Podiatric Orthopedics and Primary Podiatric Medicine (ABPOPPM), Royal College of Physicians and Surgeons Glasgow (RCPSG), College of Family Physicians of Canada (CFPC) or Royal College of Physicians and Surgeons of Canada (RCPSC).

Clinical Laboratory Improvement Amendment (CLIA) certificate/waiver

- If you provide laboratory services, include copies of your *CLIA* certification or waiver for each lab location.

Upon completion, submit your information and checklist documents to:

Provider Services: Network Development
Amerigroup Iowa, Inc.
4800 Westown Parkway, Suite 200
West Des Moines, IA 50266
Fax: **855-883-9043**
Email: ProviderNetworkIA@amerigroup.com

If you have questions, please call Network Development at **855-789-7989**.

Your rights as a practitioner

In the event the credentialing information obtained from other sources varies substantially from that attested to by the applicant and the discrepancy is to adversely affect the credentialing decision, Amerigroup Iowa, Inc. will notify the physician/practitioner of the discrepancy. The physician/practitioner has the right to:

- **Review information submitted to support your credentialing application**
Applicants are notified by telephone or in writing of specific occurrences of discrepant information when such discrepancies are determined by a credentialing specialist, Amerigroup medical director or his/her designee, or the Amerigroup Credentialing committee to adversely affect the credentialing decision. Examples for physicians/practitioners include actions on licenses, malpractice claims histories, suspensions, and terminations of hospital/clinical privileges or board certification status.
- **Correct erroneous information**
The physician/practitioner shall be given 30 calendar days to comment and correct erroneous information; no final credentialing determination is made until the applicant has responded or the time has elapsed and the application is closed.
- **Receive the status of your credentialing or recredentialing application upon request**
- **Receive notification of these rights**
Practitioners have the right to review information obtained by Amerigroup at any time except for information or recommendations that are peer-review protected or if disclosure is prohibited or protected by law.