

# UCare

## **THIS APPLICATION WILL NOT BE PROCESSED UNTIL IT IS COMPLETE. APPLICATION IS COMPLETE WHEN:**

- Copy of the Uniform Credentialing Application, including disclosure questions and authorization and release signed or updated within the last 60 days, is attached.**
  - **ALL areas of the application must be completed**
  - **Complete language question on the 2<sup>nd</sup> page of application**
  - **Complete billing information**
  - **Include month/year for all education and employment dates**
  - **List the primary hospital where the applicant will admit patients, if applicable. If the practitioner does not have privileges, please attach a letter stating who will do the practitioners admitting; this includes Nurse Practitioners**
  - **List all current specialty board certifications**
  - **Provide explanation for any “yes” answers to the disclosure questions**

**Each applicant must accurately complete the disclosure questions in the application. Inaccurate information on any disclosure question may result in the denial of the applicant.**

- Clinic Information is verified and updated or corrected as needed.**
  - **List the primary practice location first, then list any alternate locations**  
This is the information used to establish the claims payment system for UCare. Incomplete or incorrect information may result in incorrect claims processing.
- Copies of the following have been attached:**
  - **Current professional liability insurance documentation (all practitioners)**
  - **Current Drug Enforcement Administration (DEA) Registration. Nurse Practitioner’s are required to send DEA or proof of coverage (all practitioners)**
  - **Current professional license/registration in state(s) of practice (all practitioners)**
  - **ECFMG certificate (if applicable)**
  - **Current copy of board certification (Nurse Practitioners)**
  - **Explanation of any “yes” answers to disclosure statements**

### **MAIL COMPLETED APPLICATION TO:**

UCare  
Attn: Credentialing  
P. O. Box 52  
Minneapolis, MN 55440-0052

**OR**

**FAX: 612-884-2184**

**OR**

**EMAIL: [CredentialingInfo@UCare.org](mailto:CredentialingInfo@UCare.org)**

# *PRACTITIONER TERMINATION DATA*

Practitioner Name: \_\_\_\_\_

Practice Location/*NAME*: \_\_\_\_\_

*TIN*: \_\_\_\_\_

*UCare ID#*: \_\_\_\_\_

*Address*: \_\_\_\_\_

Last Date Practiced at Above Location: \_\_\_\_\_  
(please provide both MM/YY, if known)

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Name of Office Representative

Date

Name, address and phone number of New Practice Location (if known):

**Send to:**

**UCare  
Attn: Credentialing  
P. O. Box 52  
Minneapolis, MN 55440-0052**

**OR**

**FAX: 612-884-2184**

**OR**

**EMAIL: [CredentialingInfo@UCare.org](mailto:CredentialingInfo@UCare.org)**

# *Uniform Credentialing Application*

## **Initial**

### Physician/Dentist/Allied Health Professional

**Applicant Name:** \_\_\_\_\_  
Last First Middle Suffix Title

<b>CREDENTIALING CONTACT INFORMATION</b>	
<b>Name</b> _____	<b>Phone Number</b> _____
<b>Address</b> _____	<b>Fax Number</b> _____
_____	<b>E-mail</b> _____
_____	

<b>This Box to be Completed by Allied Health Professionals Only</b>
Profession/Title _____
Sponsoring/Collaborative Physician _____ (If applicable)

#### Instructions

The initial credentialing application and attachments should be typed, legibly printed in black ink, or electronically generated. If more space is needed than provided on the application, please attach additional sheets and reference the question being answered. Please do not use abbreviations when completing the application. Please mark all non-applicable sections with N/A.

#### Checklist (please complete)

Current copies of the following documents must be submitted with this application. If your application for DEA and/or malpractice insurance are pending, please forward application and send those documents as soon as possible.

- Drug Enforcement Administration Registration with correct address (if applicable)
- Diploma and ECFMG certificate (if educated outside of U.S. or Canada)
- Malpractice Litigation and Professional Complaints Form (if applicable)
- Malpractice liability insurance documentation (as defined on page 10)
- Curriculum Vitae (all application items must be completed)
- Allied Health Professionals: License/registration and/or certification (if applicable)

#### In addition, please verify that you have:

- Provided complete street addresses wherever indicated, including past employment, hospital affiliations and references
- Designated dates by month and year time frames
- Explained all gaps of greater than three months in chronology (Page 8)
- Answered all of the Disclosure Questions on Pages 12 and 13 and enclosed explanations for affirmative answers
- Signed and dated the Attestation Signature and Date statement (Page 13)
- Signed and dated the Authorization and Release (Page 15)

**All Information Must Be Printed in Black Ink, Typed or Electronically Generated**

Personal Data

Name: \_\_\_\_\_  
Last First Middle Suffix Title

Maiden/Former/Other Name(s): \_\_\_\_\_ Spouse Name (optional): \_\_\_\_\_

Marital Status (optional):  Married  Single  Divorced  Widowed Gender:  Male  Female

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace (city/state/country): \_\_\_\_\_ U.S. Citizen:  Yes  No

Social Security Number: \_\_\_\_\_ UPIN: \_\_\_\_\_ NPI: \_\_\_\_\_

Medicaid Number: \_\_\_\_\_ State \_\_\_\_\_ Medicare Number: \_\_\_\_\_ State \_\_\_\_\_

Current Home Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Local Home Address  
(if different from above): \_\_\_\_\_  
Street City/State/Country Zip Code

Preferred Mailing Address:  Office  Home Practitioner's Preferred E-mail address: \_\_\_\_\_

Pager Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Do you speak a language other than English with sufficient fluency to treat patients who speak only that language?  Yes  No

If yes, specify languages: \_\_\_\_\_

Primary or Pending Practice Location

Primary Practice Location/Clinic Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Office Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Currently practicing at this location?  Yes  No Start Date: \_\_\_\_\_

Do you intend to practice as:  Primary Care  Specialist  Urgent Care  Locum Tenens  Moonlighting Resident

Is over 50 percent of your practice primary care?  Yes  No

Primary Specialty: \_\_\_\_\_ Subspecialty: \_\_\_\_\_

Specialty/Subspecialty in which care will be provided: \_\_\_\_\_

Provide a narrative description of your clinical practice including special interests (if additional space is required, attach a separate sheet):

Billing Information

Billing Name: \_\_\_\_\_ Contact Person \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Office Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Additional Practice Location(s)

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**1. Other Practice Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Tax ID Number (if different from primary): \_\_\_\_\_

Credentialing Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Currently practicing at this location?  Yes  No Start Date: \_\_\_\_\_

If yes, will you continue to practice at this location?  Yes  No If no, last date of employment: \_\_\_\_\_

Specialty/Subspecialty in which care will be provided: \_\_\_\_\_  
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**2. Other Practice Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Tax ID Number (if different from primary): \_\_\_\_\_

Credentialing Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Currently practicing at this location?  Yes  No Start Date: \_\_\_\_\_

If yes, will you continue to practice at this location?  Yes  No If no, last date of employment: \_\_\_\_\_

Specialty/Subspecialty in which care will be provided: \_\_\_\_\_  
-----

**3. Other Practice Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Tax ID Number (if different from primary): \_\_\_\_\_

Credentialing Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Currently practicing at this location?  Yes  No Start Date: \_\_\_\_\_

If yes, will you continue to practice at this location?  Yes  No If no, last date of employment: \_\_\_\_\_

Specialty/Subspecialty in which care will be provided: \_\_\_\_\_  
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**4. Other Practice Name:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

E-mail Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Tax ID Number (if different from primary): \_\_\_\_\_

Credentialing Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Currently practicing at this location?  Yes  No Start Date: \_\_\_\_\_

If yes, will you continue to practice at this location?  Yes  No If no, last date of employment: \_\_\_\_\_

Specialty/Subspecialty in which care will be provided: \_\_\_\_\_  
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Medical/Graduate/Professional Education

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(Month and year required)

From \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To \_\_\_\_/\_\_\_\_/\_\_\_\_ Degree Received:  MD  DO  DDS  DC  DPM  PhD Other: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To \_\_\_\_/\_\_\_\_/\_\_\_\_ Degree Received:  MD  DO  DDS  DC  DPM  PhD Other: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

ECFMG - Applicable to International Medical Graduates

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ECFMG Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_ (mo/yr) Valid Through: \_\_\_\_\_ (mo/yr)

Internship/Post-Graduate/Professional Training (If applicable)

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(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Program/Specialty (transitional, rotating, 5th pathway, etc.): \_\_\_\_\_

Completed Training:  Yes  No If no, expected completion date: \_\_\_\_\_

If not successfully completed, explain: \_\_\_\_\_

Program Director: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Residency/Post-Graduate/Professional Training (If additional space is required, attach a separate sheet.)

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(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Program/Specialty: \_\_\_\_\_

Completed Training:  Yes  No If no, expected completion date: \_\_\_\_\_

If not successfully completed, explain: \_\_\_\_\_

Program Director: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Residency/Post-Graduate/Professional Training - continued

(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Program/Specialty: \_\_\_\_\_

Completed Training:  Yes  No If no, expected completion date: \_\_\_\_\_

If not successfully completed, explain: \_\_\_\_\_

Program Director: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Fellowship/Post-Graduate/Professional Training (If additional space is required, attach a separate sheet.)

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(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Program/Specialty: \_\_\_\_\_

Completed Training:  Yes  No If no, expected completion date: \_\_\_\_\_

If not successfully completed, explain: \_\_\_\_\_

Program Director: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Professional and Academic/Faculty Affiliations

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(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Appointment Held/Position: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Appointment Held/Position: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Institution Name: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Appointment Held/Position: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Chronological Employment/Practice History (include Military Service) (Additional space is provided on the Chronological Employment/Practice History Addendum, page 16. You may make extra copies of page 16 or attach a separate sheet for additional employments.)

Chronological listing [month/year] of employment/practice history **since completion of your post-graduate training**. List all experience, including military service and public health, time out of medical practice in pursuit of other business or professional activities, sabbaticals, parenting, personal travel, personal crisis, etc. **LEAVE NO GAPS IN CHRONOLOGY**.

(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

If no, attach sheet listing address and phone number of someone who can verify your time there.
---

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

If no, attach sheet listing address and phone number of someone who can verify your time there.
---

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

If no, attach sheet listing address and phone number of someone who can verify your time there.
---

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open? <input type="checkbox"/> Yes <input type="checkbox"/> No
--

If no, attach sheet listing address and phone number of someone who can verify your time there.
---

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Explain gaps/interruptions of greater than three (3) months to practice of medicine/professional practice** (if additional space is required, attach a separate sheet):

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Explain : \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Explain : \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Primary Hospital Affiliation (pertinent to Primary or Pending Practice Location listed on page 2)

**If no hospital admitting privileges**, describe method/coverage for continuity of care. Please provide covering physician's name, if applicable.

(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility Name: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type/category of privilege/affiliation (active, courtesy, etc.): \_\_\_\_\_

Admitting Privileges: Department Name: \_\_\_\_\_  
 Yes  No

Department Chairperson: \_\_\_\_\_

Application Pending Address \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Other Hospital Affiliations - **Present and past affiliations beginning with most recent.** (Additional space is provided on the Hospital Affiliation Addendum, page 17. You may make extra copies of page 17 or attach a separate sheet for additional affiliations.)

(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility Name: \_\_\_\_\_

If hospital changed name, list current name and address

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type/category of privilege/affiliation (active, courtesy, etc.): \_\_\_\_\_

Admitting Privileges: Department Name: \_\_\_\_\_  
 Yes  No

Department Chairperson: \_\_\_\_\_

Application Pending Address \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility Name: \_\_\_\_\_

If hospital changed name, list current name and address

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type/category of privilege/affiliation (active, courtesy, etc.): \_\_\_\_\_

Admitting Privileges: Department Name: \_\_\_\_\_  
 Yes  No

Department Chairperson: \_\_\_\_\_

Application Pending Address \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility Name: \_\_\_\_\_

If hospital changed name, list current name and address

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type/category of privilege/affiliation (active, courtesy, etc.): \_\_\_\_\_

Admitting Privileges: Department Name: \_\_\_\_\_  
 Yes  No

Department Chairperson: \_\_\_\_\_

Application Pending Address \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Specialty/Subspecialty Certification

Certifying Board	Specialty/Subspecialty	Date Certified	Date Recertified	Expiration Date	Cert. Pending
_____	_____	___/___/___	___/___/___	___/___/___	<input type="checkbox"/>
_____	_____	___/___/___	___/___/___	___/___/___	<input type="checkbox"/>
_____	_____	___/___/___	___/___/___	___/___/___	<input type="checkbox"/>
_____	_____	___/___/___	___/___/___	___/___/___	<input type="checkbox"/>

If not certified, please state your intent for certification and describe the status of your efforts and eligibility, including scheduled date of exam, past failures of written or oral exams, if any. \_\_\_\_\_

Licensure - List all past, current and pending professional licenses.

State	License Number	Date Issued	Expiration Date	License Status
_____	_____	___/___/___	___/___/___	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending
_____	_____	___/___/___	___/___/___	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending
_____	_____	___/___/___	___/___/___	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending

Drug Enforcement Administration Registration

**NOTE: Address on DEA certificate must be in state where you will be practicing as applicable to this application (except for locum tenens coverage)**

DEA Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_

Approved for all schedules?  Yes  No, please explain \_\_\_\_\_

If you do not maintain a DEA certificate, please explain:

- Not applicable to practice
- DEA certificate pending; date application submitted to DEA: \_\_\_/\_\_\_/\_\_\_ (Attach copy of application)
- Other \_\_\_\_\_

State Controlled Substance Certification/Registration (If applicable - not applicable to AZ, FL, MN, WI).

Issued By: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_

Liability Insurance - Insurance Carrier for Primary and Pending Practice Location

Enclose a copy of professional liability insurance coverage (e.g., face sheet/verification of self-insurance) for **primary practice location** to include effective dates, insurance carrier, expiration date, coverage limits, and name of each provider covered. If additional space is required, attach a separate sheet.

**Coverage dates:**

From: \_\_\_/\_\_\_/\_\_\_ Insurance Carrier Name: \_\_\_\_\_

To: \_\_\_/\_\_\_/\_\_\_ Address \_\_\_\_\_  
Street City/State/Country Zip Code

Certificate Pending Name in which policy issued: \_\_\_\_\_

Policy number: \_\_\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_

Amount of coverage (per occurrence/aggregate): \_\_\_\_\_



## Disclosure Questions for Initial Credentialing

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Please provide a complete explanation if any of the following questions are answered in the affirmative. Use a separate sheet to continue, if necessary.

1.  Yes  No Has your **professional license or registration** ever been terminated, stipulated, restricted, limited, conditioned, suspended, revoked, refused, voluntarily relinquished or not renewed by any licensing board or any health-related agency organization, or is there a review pending?  
\_\_\_\_\_  
\_\_\_\_\_
  
2.  Yes  No Has your **professional license or registration** ever been investigated or is it currently being investigated and, if so, what were the results?  
\_\_\_\_\_  
\_\_\_\_\_
  
3.  Yes  No Has your **DEA registration** ever been revoked, suspended, limited, or conditioned in any way, or have you voluntarily relinquished your DEA registration, or is there a review pending?  
\_\_\_\_\_  
\_\_\_\_\_
  
4.  Yes  No Has your **membership, participation, clinical privileges, or employment** ever been denied, terminated, stipulated, restricted, refused, limited, suspended, revoked, or not renewed by any peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization, or is there a review pending?  
\_\_\_\_\_  
\_\_\_\_\_
  
5.  Yes  No Have you ever voluntarily relinquished your **membership, participation, clinical privileges** or request for privileges, employment, professional license, or registration in lieu of disciplinary action, or prior to or during an investigation into your professional conduct or competency?  
\_\_\_\_\_  
\_\_\_\_\_
  
6.  Yes  No Have you ever involuntarily relinquished your **membership, participation, clinical privileges** or request for privileges, employment, professional license or registration?  
\_\_\_\_\_  
\_\_\_\_\_
  
7.  Yes  No Has your **membership or fellowship** in any professional organization or your specialty **board certification** ever been voluntarily or involuntarily denied, terminated, restricted, limited, suspended or revoked?  
\_\_\_\_\_  
\_\_\_\_\_
  
8.  Yes  No Have you ever been reprimanded, censored, or otherwise disciplined by, or have you ever been subject to a corrective action agreement/plan with any licensing **board, peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization**?  
\_\_\_\_\_  
\_\_\_\_\_
  
9.  Yes  No Has your certificate or participation in any **private, federal (i.e. Medicare, Medicaid, etc.) or state health insurance program** ever been revoked or otherwise limited or restricted, or is any investigation or proceeding with respect to any such action presently underway?  
\_\_\_\_\_  
\_\_\_\_\_
  
10.  Yes  No Are there any **charges pending or are you currently charged** with or have you ever been indicted or found guilty of a felony, gross misdemeanor, misdemeanor (other than a minor traffic violation), or other offense?  
\_\_\_\_\_  
\_\_\_\_\_

11.  Yes  No Have you ever been found liable, guilty or responsible for **sexual impropriety** or misconduct or sexual harassment \ with a patient, co-worker, or other?  
 \_\_\_\_\_  
 \_\_\_\_\_
12.  Yes  No Have you ever had any **professional liability claims or lawsuits** brought against you, including pending claims or lawsuits, dismissed or dropped claims or lawsuits, settlements or final judgements? **If yes, please complete the enclosed Malpractice Litigation and Professional Complaints Addendum.** You may be asked for additional information by individual organizations.  
 \_\_\_\_\_  
 \_\_\_\_\_
13.  Yes  No Has your **professional liability carrier** ever refused or canceled your coverage or excluded you from performing any specific privileges within your specialty?  
 \_\_\_\_\_  
 \_\_\_\_\_
14.  Yes  No Have you ever practiced within your profession without **professional liability insurance**?  
 \_\_\_\_\_  
 \_\_\_\_\_
15.  Yes  No Do you have a physical or mental condition that would affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions of a practitioner in your area of practice without posing a health or safety risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?  
 \_\_\_\_\_  
 \_\_\_\_\_
16.  Yes  No Does your use (or have you been told that your use) of alcohol or drugs affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions in your area of practice without posing a health risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?  
 \_\_\_\_\_  
 \_\_\_\_\_
17.  Yes  No Are you currently using illegal drugs? ("Currently" means sufficiently recent to justify a reasonable belief that the use of drugs may have an ongoing impact on one's ability to practice medicine. "Illegal use of drugs" refers to drugs whose possession or distribution is unlawful under the Controlled Substances Act, 21 U.S.C. sec. 812.22. It "does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provision of Federal law." The term does include, however, the unlawful use of prescription controlled substances.)  
 \_\_\_\_\_  
 \_\_\_\_\_

### *Notice of Applicant's Rights*

You may review your application and information from publicly available documents at any time during the verification process. This does not include documents protected by hospital policy and/or applicable Minnesota state laws. If there are discrepancies in the information received during the process, you will be notified and allowed an opportunity to add information to your application.

### *Attestation Signature and Date*

I hereby certify that all the information on this application form is complete, true and accurate. I further agree to update this information as necessary so that it remains complete, true and accurate while my application is being processed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
 (please print or type)

## *Application Attestation Update*

The signature blocks below are to be signed ONLY if a previous completed application is being reviewed and updated.

### Application Attestation Update

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The application was designed so that a practitioner need complete it in its entirety only once. If application is then made to another organization which accepts this Initial Credentialing Application and it has been more than 60 days since the practitioner completed or updated the application, the practitioner may do the following:

- Review the application
- Make any needed modification
- Sign one of the attestation blocks below, reconfirming that the application is complete, true and accurate.

Please note: It is particularly important that the Disclosure Questions be reviewed and any changes made with appropriate documentation included.

### Update Attestation Signature and Date

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I have reviewed and updated all of the information on this application, including the Disclosure Questions, and I certify it is complete, true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Update Attestation Signature and Date

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I have reviewed and updated all of the information on this application, including the Disclosure Questions, and I certify it is complete, true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Update Attestation Signature and Date

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I have reviewed and updated all of the information on this application, including the Disclosure Questions, and I certify it is complete, true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# *Authorization and Release*

(Please read carefully before signing)

I understand and acknowledge that, as an applicant for membership, participation and/or clinical privileges (hereinafter, referred to as "Participation") at UCARE/PREFERRED ONE (hereafter referred to as Entity), it is my responsibility to provide sufficient information upon which a proper evaluation can be undertaken of my current licensure, relevant training and/or experience, current competence, health status, character, ethics and any other criteria adopted by the Entity for Participation.

I further acknowledge that I am responsible for knowing the contents of the applicable bylaws, rules and regulations, and requirements of the Entity and its professional/medical staff/network, and agree to be bound by them in the application process and if granted Participation.

I further understand and acknowledge that the Entity, its designated agent(s) and/or other authorized representatives, including, without limitation, the Entity's designated professional credentials verification organization (CVO), collectively referred to as "Agents", will investigate the information in this Application. By submitting this Application, I agree to such investigation and to the disciplinary reporting and information exchange activities of the Entity and its Agents as follows:

1. **Authorization of Investigation and Release of Information Concerning Application for Participation.** I authorize the Entity and its Agents to consult with any third party who may have information bearing on my professional qualifications, credentials, clinical competence, character, mental condition, physical condition, alcohol or chemical dependency diagnosis and treatment, ethics, behavior, or any other matter reasonably having a bearing on my qualifications for Participation and authorize such third parties to release such information to the Entity and its Agents.
2. **Authorization of Release and Exchange of Disciplinary Information.** I hereby further authorize any health care organization at which I have applied for, currently have or had Participation or employment to release Disciplinary Information about any disciplinary action taken against me to the Entity and/or its Agents, including, without limitation, the CVO, and as otherwise may be required by law. I hereby further authorize the CVO to release Disciplinary Information about any disciplinary action taken against me to its participating entities at which I have Participation, and as otherwise may be required by law. As used herein, Disciplinary Information means information concerning (i) any action taken by such health care organizations, their administrators or their medical or other committees to revoke, deny, suspend, restrict or condition my Participation or impose a corrective action plan; (ii) any other disciplinary actions involving me including but not limited to discipline in the employment context; or (iii) my resignation prior to the conclusion of any disciplinary proceedings or prior to the commencement of formal charges but after I have knowledge that such formal charges are contemplated and/or in preparation.
3. **Release from Liability.** I hereby further release from liability the Entity and its Agents, state licensing board(s), health care organizations, including, without limitation, hospitals, clinics, and third party payers, medical malpractice insurance carrier(s), and any staff, and all individuals, institutions and entities providing information in accordance with this authorization, for their acts performed in good faith and without malice in connection with the gathering and release and exchange of information as consented to above. This release shall be in addition to any other applicable immunities provided by law for peer review activities.

I understand that communication regarding my application may occur via email.

I understand and agree that this Authorization and Release is irrevocable for any period during which I am an applicant for Participation at the Entity, or I am a member of Entity's medical or health care staff, or a participating provider of the Entity. I agree to execute another consent if law or regulation limits the application of this irrevocable authorization. Failure to promptly provide another consent may be grounds for termination or discipline of the Participant by the Entity in accordance with the applicable bylaws, rules and regulations, and requirements of the Entity.

I acknowledge that the investigation of information in this Application and the release and exchange of Disciplinary Information by the Entity and its Agents are done to achieve, maintain and improve quality patient care.

All information provided by me in the Application is true to the best of my knowledge and belief. I understand and agree that any material misstatement in or omission from the Application may constitute grounds for denial or revocation of Participation. I understand and acknowledge that the Entity shall be solely responsible for all decisions concerning the granting of Participation.

I further acknowledge that I have read and understand the foregoing Authorization and Release. A photocopy of this Authorization and Release shall be as effective as the original.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print or type) \_\_\_\_\_

# *Application Addendum To Initial and Reappointment Applications*

Medicare/Medicaid and Other Government Reimbursement Programs Penalty Statement: This statement is required by Medicare/Medicaid and other government reimbursement programs.

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Penalty statement according to the Federal Register dated August 31, 1984 and effective October 1, 1984.

**“NOTICE TO ALL PRACTITIONERS RECEIVING MEDICARE/MEDICAID AND OTHER GOVERNMENT REIMBURSEMENT PROGRAM PAYMENTS”**

Medicare payment to hospitals is based in part on each patient’s principal and secondary diagnoses and the major procedures performed on the patient as attested to by the patient’s attending physician by virtue of his or her signature on the medical record. Anyone who misrepresents, falsifies, or conceals essential information required for payment of federal funds, may be subject to fine, imprisonment, or civil penalty under applicable federal laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print or type)

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### Continuing Education Attestation

**Please read the following attestation carefully before signing and dating the statement.**

I hereby certify that I have a sufficient number of CE credits to meet the licensure requirements and attest that an appropriate percentage relate to my specialty. I understand that these credits may be audited by an individual facility based on their individual requirements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print or type)

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### Signature/DEA Verification

Pharmacies are required to maintain signatures and DEA numbers on file for all practitioners who prescribe.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (please print or type)      DEA Number: \_\_\_\_\_

Office Address: \_\_\_\_\_ Specialty: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Malpractice Litigation and Professional Complaints Addendum

Confidential Information

If you answered yes to disclosure question #12 on Current Disclosure question page, please complete the following form. For each lawsuit or complaint, please furnish the following and attach a copy of the complaint including your response to the complaint and level of participation. It is your responsibility to provide external verification (i.e., statement from an attorney, court records, etc.) of your response. You may choose to have your attorney complete this form. Please make additional copies of this form if needed.

Month/Year of incident: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Reported to National Practitioner Data Bank (NPDB): Yes No

Where incident occurred: Facility Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Describe the nature of incident (Complaint, Allegation) - Do Not Include Patient Name or Identifiers:

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Provide a narrative description of your participation/level of care:

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Outcome of incident:

<b>CONCLUDED WITH NO PAYMENTS:</b> (month/year)	<b>CONCLUDED WITH PAYMENTS:</b> (month/year)
<input type="checkbox"/> Dropped/Closed Date: _____/_____/_____	<input type="checkbox"/> Verdict for plaintiff Date: _____/_____/_____ Amount \$ _____
<input type="checkbox"/> Verdict for you Date: _____/_____/_____	<input type="checkbox"/> Settled Date: _____/_____/_____ Amount \$ _____
<input type="checkbox"/> Dismissed with prejudice*? Date: _____/_____/_____	<b>PENDING:</b>
<input type="checkbox"/> Dismissed without prejudice**? Date: _____/_____/_____	<input type="checkbox"/> Date of filing Date: _____/_____/_____

*\*Dismissed with prejudice - set aside the lawsuit and deny the right to file another suit on that same claim*  
*\*\*Dismissed without prejudice - set aside the lawsuit but leave open the possibility of another suit on the same claim*

Represented by Legal Counsel for this claim/malpractice lawsuit? Yes No If yes, give the name and address of counsel.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Insurance company or employer that provided coverage for this claim:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

# Chronological Employment/Practice History Addendum

(Please make as many extra copies as necessary)

(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open?

Yes  No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open?

Yes  No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open?

Yes  No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open?

Yes  No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Organization Name/Activity: \_\_\_\_\_

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Contact Name \_\_\_\_\_

Clinic Still Open?

Yes  No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address: \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

# Hospital Affiliation Addendum

(Please make as many extra copies as necessary)

(Month and year required)

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility Name: \_\_\_\_\_ If hospital changed name, list current name and address

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type/category of privilege/affiliation (active, courtesy, etc.): \_\_\_\_\_

Admitting Privileges: Department Name: \_\_\_\_\_

Yes  No

Department Chairperson: \_\_\_\_\_

Application Pending Address \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility Name: \_\_\_\_\_ If hospital changed name, list current name and address

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type/category of privilege/affiliation (active, courtesy, etc.): \_\_\_\_\_

Admitting Privileges: Department Name: \_\_\_\_\_

Yes  No

Department Chairperson: \_\_\_\_\_

Application Pending Address \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility Name: \_\_\_\_\_ If hospital changed name, list current name and address

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type/category of privilege/affiliation (active, courtesy, etc.): \_\_\_\_\_

Admitting Privileges: Department Name: \_\_\_\_\_

Yes  No

Department Chairperson: \_\_\_\_\_

Application Pending Address \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Facility Name: \_\_\_\_\_ If hospital changed name, list current name and address

To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type/category of privilege/affiliation (active, courtesy, etc.): \_\_\_\_\_

Admitting Privileges: Department Name: \_\_\_\_\_

Yes  No

Department Chairperson: \_\_\_\_\_

Application Pending Address \_\_\_\_\_  
Street City/State/Country Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

