

## Credentialing / Re-credentialing Process

### Initial Credentialing Checklist:

- Practitioners only - go to <https://proview.caqh.org/Login> to complete or update your CAQH application with the following information:**
  - The location where you primarily practice
  - Primary credentialing contact information (name, address, phone, etc.)
  - Updated attestation
  - Go to <https://proview.caqh.org/Login> to upload current copies of the following to the CAQH:
    - DEA license, state medical license, malpractice insurance certificate, proof of board certification or upcoming exam date (if applicable), CMEs for prior three (3) years (**if not board-certified**)
    - Malpractice claims history
    - Physician Assistants (PAs) only - upload a current copy of the delegated agreement with the supervising physician and your scope of practice to your CAQH application.
- Access AzAHP forms located at [www.MercyCareAZ.org/providers](http://www.MercyCareAZ.org/providers). Click on "Application process" and select the AzAHP Practitioner Data Form.**
- Complete the AzAHP Practitioner Data Form with the following information and fax to Mercy Care at 860-975-3201:**
  - Your AHCCCS ID number (assigned by AHCCCS)
  - State Board license number (i.e. Medical, Nursing, etc.)
  - DEA number
  - Primary specialty (This must match the primary specialty you included in your AHCCCS registration. For instance, if you specified Cardiology when you registered with AHCCCS, you must specify Cardiology on your AzAHP form.)
  - Clinical privileges - your primary location
  - Malpractice insurance policy number
  - Please also attach your Curriculum Vitae (CV) to the fax. Your CV should include:
    - Medical education and training
    - Board certifications
    - Current CMEs for the past three (3) years (**if not board-certified**)
    - Five (5) years of prior work history

### Re-credentialing and maintenance tips:

- You must re-attest to your CAQH application quarterly. All expired documents must be re-uploaded to the CAQH with current documentation. In order to expedite the re-credentialing process, please upload all CMEs to your CAQH on a quarterly basis. **If you are not board-certified** MC requires a minimum of 150 CME credits within a three (3) year period.

- Every three (3) years, you are required to undergo the re-credentialing process. Keeping your CAQH application updated quarterly will significantly reduce any work needed on your part.

### FAQs:

- What is credentialing?**  
Credentialing is the process in which written evidence of qualifications are obtained for practitioners seeking to participate under contract with a specific health plan.
- If I'm credentialed with one AHCCCS health plan am I automatically credentialed with other AHCCCS health plans?**  
No, you must submit your completed AzAHP form to each health plan with which you wish to participate.
- What is the difference between being credentialed under a delegated entity (as a part of a group) and being directly credentialed with a health plan?**  
Being credentialed with Mercy Care as a part of a group means someone from the practice requests credentialing for the practice and its physicians. Being directly credentialed with Mercy Care means that an individual physician requests credentialing for themselves. If a practitioner is part of a group that does its own credentialing, and that same practitioner wants to join a group or practice not credentialed under the delegated entity, the practitioner must request credentialing directly through the health plan.
- Once I have an AHCCCS ID number, am I credentialed?**  
No. In order to see patients who are members of an AHCCCS health plan and get paid for these claims, each practitioner must apply for credentialing with that specific health plan. If the practitioner wants to see patients from more than one AHCCCS health plan, they must be credentialed by each individual health plan.
- Who do I notify if I change or join another practice?** Please call Mercy Care's Provider Relations Department at **602-263-3000**.
- When do I need to notify Mercy Care if I change or join another practice?**  
If you change or join another practice within 30 days of leaving your previous practice, your credentialing status remains valid and your re-credentialing cycle remains the same. If it is longer than 30 days between leaving a practice and joining a new practice, the initial credentialing process must begin again.

### Resources:

[www.MercyCareAZ.org/providers](http://www.MercyCareAZ.org/providers)  
<https://proview.caqh.org/Login>