

Hiring Manager Checklist To initiate Credentialing/Enrollment Process

(The Credentialing Application Request (CAR form) cannot be submitted without the following information)

1.	Send CV to Credentialing/Enrollment Liaison (CEL). - Ensure the CV is in month year format to include Education\training and practice history. Credentialing cannot be initiated if not in this format.
2.	Identify Practice Entity: a. UNMH b. UNMMG c. SRMC
3.	Determine practice location(s):
4.	Document Applicant Information (if not already on the CV): Date of Birth: _____ Primary Specialty and Sub Specialties: _____ Email Address: _____ Current Contact Phone Number: _____
5.	Submit completed Photo ID form whenever possible
6.	Clearly define who the applicant will be employed/not employed by: b. Employed-UNM c. Employed – SRMC d. Employed –UNMH e. Employed-UNMMG f. Employed-UNM Locums g. Contract/PSA Name h. Community Provider
7.	Is billing packet needed? If YES: a. Are they a PCP, Specialist, or Behavioral Health provider? b. Who will assist with the billing packet? c. Determine/Provide Billing areas. d. Any Special Instructions for Provider Directory?
8.	Set 60 - 90 Day expectation to complete the credentialing process - or longer if not yet licensed. List the anticipated date of hire/practice start date: _____

Note this does not address the pre-provisioning needs