

Contract and Credentialing Checklist for New/Existing Group Providers

Thank you for your interest in joining the NH Healthy Families Network! Please use this checklist to ensure you have all necessary contract and credentialing components to avoid processing delays. If you have any questions, please contact our Customer Service Department at 1-866-769-3085.

I. Important Things to Note:

- **Acknowledge each document by clicking the check boxes below and then sign/date the bottom of this checklist. You will need to submit this form along with your contract and credentialing documents.**
- Failure to legibly complete all sections of this Application and submit current copies of ALL required documentation will result in processing delays.
- Initial credentialing applications WILL be discontinued if requested information is **NOT** provided within the time requested.
- NH Healthy Families will obtain information from various outside sources (e.g., state licensing agencies, accreditation sources) to evaluate your application.
- CAQH
 - If you do not have a CAQH Profile, please register at proview.caqh.org. A CAQH is required to join our network.
 - Ensure you have attested that NH Healthy Families can view your profile.
 - Ensure the Practice Information (i.e. TIN and practice name) that you are applying under is listed in **Section 4**.
 - Make sure your Work History in **Section 7** reflects five consecutive years of recent history. If there is a gap of more than six months, please the reason in the **Gap Explanation** field under **Section 7**.
 - Make sure your license information in on your profile will not expire in less than 30 days.
 - Make sure your Certificate of Insurance (COI) is attached and will not expire in less than 30 days.
 - If your insurance is under your dba name, one of the following must also be submitted:*
 - i. The COI contains verbiage that indicates all currently employed practitioners are covered in this policy.
 - ii. The name of the practitioner applying is indicated on the COI as being covered by the policy.
 - iii. A roster list of covered practitioners on company letterhead that includes the policy number and effective dates.

II. Documents contained in this packet which must be filled out completely and returned:

Note: No other forms will be accepted. Forms are also located on our website at NHhealthyfamilies.com

- W-9
 - Ensure the TIN field is entered, not the SSN
 - Make sure the address listed is the correct billing address
- Provider Specialty Profile
 - Ensure all personal identification on Page 1 matches your CAQH profile **Section 1** (i.e. SSN, DOB, NPI, etc.)
 - Ensure your practice information listed on Page 1 matches your CAQH profile in **Section 4** (i.e. Practice Name, TIN/SSN, etc.)
- Attestation
 - The Group's name in the preamble must match exactly the name of the Groups W-9
 - The identifying information at the bottom must be the individual practitioner's information, not the group's information

Signature and Date:

Provider Name

Date