

# WATSON CLINIC<sup>LLP</sup>

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## **Credentialing, Privileging, and Enrollment Tips**

The credentialing & privilege process establishes that medical providers have proper qualifications to practice medicine. This requires contacting a range of organizations, including training institutions, licensing boards, hospitals/clinic/surgicenters, and other entities, to verify that the providers have the correct licenses, certificates, training, and skills. Enrollment is applying to health insurance plans/networks for inclusion into provider panels to bill and be paid for services rendered.

Get a head start!

***Update your CV*** - Format dates to “month/year”, and make sure it is as current as possible.

***Notify your references that they will be contacted.***

If using the same references across multiple applications, notify them that they may be contacted by multiple facilities.

***Make sure your full legal name matches on all your current documents***

- Medical license, driver’s license, and social security card.  
(Mismatches can cause credentialing and enrollment delays)

***Gather your documents***

- Case logs for privileges you will be requesting (sometimes called billing activity) for the last 12-24 months.
- Malpractice policy certificates for the last 5 years.
- Education and Board certificates.

***Obtain your Enrollment, payer ID’s, and log ons from your current (or previous) employer.***

- PECOS, Medicaid, CAQH, etc.

***Fill in applications completely from the start***

- This can cause delays if the credentialing staff needs to return the application to you to complete missing items.

*Once the onboarding begins, you will receive emails from our team.  
Your recruitment and credentialing specialists can help with requests.*

We look forward to meeting you!

Watson Clinic Credentialing/Enrollment Team