

Credentialing, Privileging, and Enrollment Tips

Here's a guide of tips for successfully navigating credentialing, privileging, and enrollment in healthcare settings:

Get a Head Start

Update Your Curriculum Vitae (CV):

- Format work history and education with "month/year".
- Ensure all information is current, including all employers and affiliates.

Notify Your References:

- Inform them they may be contacted for multiple applications; prompt responses are vital.

Check Legal Name Consistency:

- Ensure your full legal name matches across all documents (medical license, driver's license, social security card) to avoid delays.

Gather Essential Documents:

- **Case Logs:** Compile logs for privileges requested (12-24 months of activity). May also need device specific certificates (lasers, robotics, etc)
- **Malpractice Insurance:** Collect certificates from the past 5 years.
- **Other Documents:** Gather Medical licenses, board certificates, CPR certifications, vaccination/TB records, SSN card.

Acquire Enrollment Information:

- Obtain payer IDs and logins from your current or previous employer.
- Include details for PECOS (Medicare), Medicaid, CAQH, etc.

Complete Applications Thoroughly:

- Fill out applications completely from the start to avoid delays.
- Include contact emails and phone numbers when possible.

Engage During Onboarding:

- Expect communication via email from our team once onboarding begins.
- Don't hesitate to reach out to credentialing specialists for assistance.

Additional Tips:

- **Stay Organized:** Use a checklist to track document collection and application progress.
- **Be Prompt:** Send in requests for any missing information quickly to maintain momentum in the process.
- **Follow Up:** After submitting applications, it's often helpful to follow up with the credentialing team to check the status.

Following these guidelines can significantly streamline your onboarding experience and enhance the chances of a smooth credentialing process.

Watson Clinic Credentialing/Enrollment Team

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.