



Credentialing Application Checklist

Phone: 1-866-895-1786

Please type or print in black ink when completing this form. If you need more space or have more than three locations, attach additional sheets and reference the question being answered. Please do not write "see CV" or "refer to CV" in place of completing the required information. To assist in the timely processing of your application, we have provided the following checklist of documents necessary to complete your application packet for review.

Copies of:

- Valid, current State of Massachusetts medical license and any other state licenses that are currently active
- Current Drug Enforcement Agency (DEA)
- Current Controlled Dangerous Substance (CDS) certification
- Current malpractice coverage or bond that complies with the physician's relevant practice act in the Massachusetts Statutes
- Curriculum Vitae / Work history for the past 5 years in month/year format with a written explanation for and gaps great than 6 months
- Current board certification certificate, if applicable
- Education Certificate for Foreign Medical Graduates (ECFMG) – if applicable
- A completed and signed CeltiCare application and attestation forms
- If practicing as a Nurse Practitioner, Physician Assistant or Nurse Midwife include a copy of your Physician Collaborative Agreement with your application
- Completed W-9 Form

If there is information missing, a CeltiCare Representative notifies the applicant within thirty (30) days of receipt of missing or incomplete application elements. Physician has thirty (30) days from the date of the initial request to provide all missing elements to CeltiCare. If all elements have not been submitted within the 30-day timeframe, the application will be not be processed and the file will be closed.

Once your credentials have been verified, the CeltiCare Credentialing Committee will review your application and you will be notified of our decision in writing. The Credentialing Committee meets monthly to review completed files and determine provider participation status.

To Obtain Credentialing Status

Providers have the right to obtain the status of their application at any time throughout the credentialing process. To obtain credentialing status, please contact CeltiCare Health Plan's Provider Relations Department at 1-866-895-1786.