Minnesota Uniform Credentialing Application
Reappointment
Physician/Dentist/Allied Health Professional

Applicant Name: _____
Last First Middle Suffix Title

CREDENTIALING CONTACT INFORMATION

Name _____ **Phone Number** _____

Address _____ **Fax Number** _____

_____ **E-mail** _____

_____

This Box to be completed by Allied Health Professionals Only

Profession/Title_____

Sponsoring/Collaborative Physician_____
(If applicable)

Instructions

The recredentialing application and attachments should be typed, legibly printed in black ink, or electronically generated. If more space is needed than provided on the application, please attach additional sheets and reference the question being answered. Please do not use abbreviations when completing the application. **Please mark all non-applicable sections with N/A.**

Please verify that you have:

☐ Provided complete street addresses wherever indicated, including past employment, hospital affiliations and references

☐ Designated dates by month and year time frames

☐ Answered all of the Disclosure Questions on Pages 8 and 9 and enclosed explanations for affirmative answers

☐ Signed and dated the Authorization and Release (Page 10)

All Information Must Be Printed in Black Ink, Typed or Electronically Generated

Personal Data

Name:_____
Last First Middle Suffix Title

Maiden/Former/Other Name(s):_____ Date of Birth:____/____/____

Social Security Number:_____ NPI:_____

Medicaid Number:_____ State_____ Medicare Number:_____ State_____

Current Home Address:_____
Street

_____
City/State/Country Zip Code

Preferred Mailing Address: ☐ Office ☐ Home Practitioner's Preferred E-mail address:_____

Pager Number:_____ Home Phone Number:_____

Do you speak a language other than English with sufficient fluency to treat patients who speak only that language? ☐ Yes ☐ No

If yes, specify languages:_____

Primary or Pending Practice Location

Primary Practice Location:_____

Address:_____
Street City/State/Country Zip Code

Office Phone Number:_____ Fax Number:_____

Federal Tax ID Number:_____ Type II NPI:_____

E-mail Address:_____

Currently practicing at this location? ☐ Yes ☐ No Start Date:_____

Do you intend to practice as: ☐ Primary Care ☐ Specialist ☐ Urgent Care ☐ Locum Tenens ☐ Moonlighting Resident

Is over 50 percent of your practice primary care? ☐ Yes ☐ No

Primary Specialty:_____ Subspecialty:_____

Specialty/Subspecialty in which care will be provided:_____

Provide a narrative description of your clinical practice including special interests (if additional space is required, attach a separate sheet):

_____

_____

Additional Practice Location(s) – *Since Last Reappointment*

Other Practice Name:_____ Phone Number:_____

Address:_____
Street City/State/Country Zip Code

E-mail Address:_____ Fax Number: _____

Federal Tax ID Number (if different from primary):_____ Type II NPI:_____

Credentialing Contact:_____ Phone Number:_____

Currently practicing at this location? ☐ Yes ☐ No Start Date:_____

If yes, will you continue to practice at this location? ☐ Yes ☐ No If no, last date of employment:_____

Specialty/Subspecialty in which care will be provided:_____

Fellowship/Post-Graduate/Professional Training – *Since your last reappointment*

(Month and year required)

From _____ Institution Name:_____

To _____ Type of Program/Specialty (transitional, rotating, 5th pathway, etc.):_____

Completed Training: ☐ Yes ☐ No If no, expected completion date:_____

If not successfully completed, explain:_____

Program Director:_____

Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

Professional and Academic/Faculty Affiliations - *Since your last reappointment*

(Month and year required)

From _____ Institution Name:_____

To _____ Appointment Held/Position:_____

Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

Chronological Employment/Practice History (include Military Service)

(Additional space is provided on the Chronological Employment/Practice History Addendum. You may make extra copies of page 13 for additional employments.)

Chronological listing [month/year] of employment/practice history ***since your last reappointment.*** List all experience, including military service and public health, time out of medical practice in pursuit of other business or professional activities, sabbaticals, parenting, personal travel, personal crisis, etc. **LEAVE NO GAPS IN CHRONOCLOGY**.

(Month and year required)

From _____ Organization Name/Activity:_____

To _____ Reason for Leaving:_____

Contact Name:_____ Clinic Still Open? ☐ Yes ☐ No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

From _____ Organization Name/Activity:_____

To _____ Reason for Leaving:_____

Contact Name:_____ Clinic Still Open? ☐ Yes ☐ No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

Explain gaps/interruptions of <u>greater than three (3) months</u> to practice of medicine/professional practice - *since your last reappointment* (if additional space is required, attach a separate sheet):

From _____ Explain:_____

To _____ _____

From _____ Explain:_____

To _____ _____

Primary Hospital Affiliation (pertinent to Primary or Pending Practice Location listed on page 2)

If no hospital admitting privileges, describe method/coverage for continuity of care. Please provide covering physician's name, if applicable.

_____

_____

(Month and year required)

From _____ Facility Name:_____

To _____ Type/category of privilege/affiliation (active, courtesy, etc.):_____

Admitting Privileges: ☐ Yes ☐ No — Department Name:_____

Department Chairperson:_____

☐ Application Pending — Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

Other Hospital Affiliations - *Since your last reappointment* (Additional space is provided on the Hospital Affiliation Addendum. You may make extra copies of page 13 for additional affiliations.)

(Month and year required)

From _____ Facility Name:_____ If hospital changed name, list current name and address

To _____ Type/category of privilege/affiliation (active, courtesy, etc.):_____

Admitting Privileges: ☐ Yes ☐ No — Department Name:_____

Department Chairperson:_____

☐ Application Pending — Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

From _____ Facility Name:_____ If hospital changed name, list current name and address

To _____ Type/category of privilege/affiliation (active, courtesy, etc.):_____

Admitting Privileges: ☐ Yes ☐ No — Department Name:_____

Department Chairperson:_____

☐ Application Pending — Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

Specialty/Subspecialty Certification

Primary Specialty:

Board Name:____

Board Specialty:____________________ Board Sub-specialty:____________________

Certificate Number:____________ Original Certificate Date:____________

Recertification Date (s):__________, __________ Expiration Date:____________ Certificate Pending ☐

Secondary Specialty:

Board Name:____

Board Specialty:____________________ Board Sub-specialty:____________________

Certificate Number:____________ Original Certificate Date:____________

Recertification Date (s):__________, __________ Expiration Date:____________ Certificate Pending ☐

Additional Specialty:

Board Name:____

Board Specialty:____________________ Board Sub-specialty:____________________

Certificate Number:____________ Original Certificate Date:____________

Recertification Date (s):__________, __________ Expiration Date:____________ Certificate Pending ☐

Additional Specialty:

Board Name:____

Board Specialty:____________________ Board Sub-specialty:____________________

Certificate Number:____________ Original Certificate Date:____________

Recertification Date (s):__________, __________ Expiration Date:____________ Certificate Pending ☐

☐ Check here if you have additional specialty on attached Specialty and Licensure Addendum (page 14)

If not certified, please state your intent for certification and describe the status of your efforts and eligibility, including scheduled date of exam, past failures of written or oral exams, if any. ____

Licensure - List all past, current and pending professional licenses.

State	License Number	Date Issued	Expiration Date	License Status
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
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		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending
		/ /	/ /	☐ Active ☐ Inactive ☐ Pending

☐ Check here if you have additional licensure on attached Specialty and Licensure Addendum (page 14)

Drug Enforcement Administration Registration

NOTE: Address on DEA certificate must be in state where you will be practicing as applicable to this application.

DEA Number:_____ State:_____ Expiration Date:_____/_____/_____

Approved for all schedules? ☐Yes ☐ No, please explain_____

DEA Number:_____ State:_____ Expiration Date: _____/_____/_____

Approved for all schedules? ☐Yes ☐ No, please explain_____

If you do not maintain a DEA certificate, please explain:

☐ Not applicable to practice ☐ DEA certificate pending; date application submitted to DEA: ____ /____/____ (Attach copy of application)

☐ Other _____

☐ Check here if you have additional DEA's on attached DEA, State Controlled Substance and Liability Insurance Addendum (page 15)

State Controlled Substance Certification/Registration (If applicable - not applicable to MN, WI, ND).

Issued By:_____ Number:_____ Expiration Date: _____/_____/_____

Issued By:_____ Number:_____ Expiration Date: _____/_____/_____

Issued By:_____ Number:_____ Expiration Date: _____/_____/_____

☐ Check here if you have additional State Controlled Substance Certificates on attached DEA, State Controlled Substance and Liability Insurance Addendum (page 15)

Liability Insurance - Insurance Carrier for Primary and Pending Practice Location

Enclose a copy of professional liability insurance coverage (e.g., face sheet/verification of self-insurance) for **primary practice location** to include effective dates, insurance carrier, expiration date, coverage limits, and name of each provider covered. If additional space is required, attach a separate sheet.

Coverage dates:

Start: _____/_____/_____ Insurance Carrier Name:_____

Expire: _____/_____/_____ Address:_____
Street City/State/Country Zip Code

☐ Certificate Pending Name in which policy issued:_____

Policy number:_____

Amount of coverage (per occurrence):_____

Amount of coverage (per aggregate):_____

☐ Check here if you have additional Liability Insurance on attached DEA, State Controlled Substance and Liability Insurance Addendum (page 15)

Continuing Education Attestation

Please read the following attestation carefully before signing and dating the statement.

I hereby certify that I have a sufficient number of CE credits to meet the licensure requirements and attest that an appropriate percentage relate to my specialty. I understand that these credits may be audited by an individual facility based on their individual requirements.

Signature:_____ Date: _____

Name:_____
(please print or type)

Professional/Peer References

List three (3) professional peers who have personal knowledge of your **current (within the past 12 months)** clinical skills, abilities, judgment, professional performance, and clinical competence or have been responsible for professional observation of your work. A *peer* is defined as an individual in the same professional discipline with essentially equal qualifications (MD and DO are considered equivalent; DDS/DMD for DDS/DMD; DPM for DPM; PhD for PhD, etc.) Limit to one **(1) current office associate. Do not include your residency director, fellowship director, relatives, or pending partners.** At least one reference should be in your specialty (and if possible from the same subspecialty). Provide current and complete addresses. References will be evaluated according to the extent of their direct clinical observation of your work and other knowledge of you.

Name:______________________________ Title:______________________________

Facility Name:______________________________

Address:______________________________
Street City/State/Country Zip Code

Phone Number:______________________________ Fax Number:______________________________

E-Mail Address:______________________________

Name:______________________________ Title:______________________________

Facility Name:______________________________

Address:______________________________
Street City/State/Country Zip Code

Phone Number:______________________________ Fax Number:______________________________

E-Mail Address:______________________________

Name:______________________________ Title:______________________________

Facility Name:______________________________

Address:______________________________
Street City/State/Country Zip Code

Phone Number:______________________________ Fax Number:______________________________

E-Mail Address:______________________________

Life Support Certification

Do you have any current life support certifications (BLS, CPR, ACLS, ATLS, etc.)? ☐ Yes ☐ No

If Yes: Type of Certification Expiration Date(s)

______________________________ ____________

______________________________ ____________

______________________________ ____________

Immune Status Information for Reappointment – Please provide immunity status by completing the question below.

DATE OF LAST PPD/MANTOUX:______________________________

Results:______________________________

Signature:______________________________ Date:______________________________

Disclosure Questions for Reappointment Credentialing

Please provide a complete explanation if any of the following questions is answered in the affirmative. Use a separate sheet to continue, if necessary.

1. ☐ Yes ☐ No In the past three years, has your **professional license or registration** been terminated, stipulated, restricted, limited, conditioned, suspended, revoked, refused, voluntarily relinquished or not renewed by any licensing board or any health-related agency organization, or is there a review pending?

2. ☐ Yes ☐ No In the past three years, has your **professional license or registration** been investigated or is it currently being investigated and, if so, what were the results?

3. ☐ Yes ☐ No In the past three years, has your **DEA registration** been revoked, suspended, limited, or conditioned in any way, or have you voluntarily relinquished your DEA registration, or is there a review pending?

4. ☐ Yes ☐ No In the past three years, has your **membership, participation, clinical privileges, or employment** been denied, terminated, stipulated, restricted, refused, limited, suspended, revoked, or not renewed by any peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization, or is there a review pending?

5. ☐ Yes ☐ No In the past three years, have you voluntarily relinquished your **membership, participation, clinical privileges** or request for privileges, employment, professional license, or registration in lieu of disciplinary action, or prior to or during an investigation into your professional conduct or competency?

6. ☐ Yes ☐ No In the past three years, have you involuntarily relinquished your **membership, participation, clinical privileges** or request for privileges, employment, professional license or registration?

7. ☐ Yes ☐ No In the past three years, has your **membership or fellowship** in any professional organization or your specialty **board certification** been voluntarily or involuntarily denied, terminated, restricted, limited, suspended or revoked?

8. ☐ Yes ☐ No In the past three years, have you been reprimanded, censored, or otherwise disciplined by, or have you ever been subject to a corrective action agreement/plan with any licensing **board, peer review organization, third party payer, clinic, hospital, medical staff, or any health-related agency or organization?**

9. ☐ Yes ☐ No In the past three years, has your certificate or participation in any **private, federal (i.e. Medicare, Medicaid, etc.) or state health insurance program** been revoked or otherwise limited or restricted, or is any investigation or proceeding with respect to any such action presently underway?

10. ☐ Yes ☐ No Are there any **charges pending or are you currently charged** with or have you, in the past three years, pled guilty, been indicted or found guilty of a felony, gross misdemeanor, misdemeanor (other than a minor traffic violation), or other offense?

11. ☐ Yes ☐ No In the past three years, have you been found liable, guilty or responsible for **sexual impropriety** or misconduct or sexual harassment with a patient, co-worker, or other?

12. ☐ Yes ☐ No In the past three years, have you ever had any **professional liability claims or lawsuits** brought against you**,** including pending claims or lawsuits, dismissed or dropped claims or lawsuits, settlements or final judgments? **If yes, please complete the enclosed Malpractice Litigation and Professional Complaints Addendum.** You may be asked for additional information by individual organizations.

13 ☐ Yes ☐ No In the past three years, has your **professional liability carrier** refused or canceled your coverage or excluded you from performing any specific privileges within your specialty?

14. ☐ Yes ☐ No In the past three years, have you practiced within your profession without **professional liability insurance?**

15. ☐ Yes ☐ No In the past three years, have you had a physical or mental condition that would affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions of a practitioner in your area of practice without posing a health or safety risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?

16. ☐ Yes ☐ No Does your use (or have you been told that your use) of alcohol or drugs affect your ability, with or without reasonable accommodation, to provide appropriate care to patients and otherwise perform the essential functions in your area of practice without posing a health risk to your patients? If yes, what accommodations would help you provide appropriate care to patients and perform other essential functions?

17. ☐ Yes ☐ No Are you currently using illegal drugs? (Currently means sufficiently recent to justify a reasonable belief that the use of drugs may have an ongoing impact on ones ability to practice medicine. Illegal use of drugs refers to drugs whose possession or distribution is unlawful under the Controlled Substances Act, 21 U.S.C. sec. 812.22. It does not include the use of a drug taken under supervision by a licensed health care professional, or other uses authorized by the Controlled Substances Act or other provision of Federal law. The term does include, however, the unlawful use of prescription controlled substances.)

Notice of Applicant's Rights

You may review your application and information from publicly available documents at any time during the verification process. This does not include documents protected by hospital policy and/or applicable state laws. If there are discrepancies in the information received during the process, you will be notified and allowed an opportunity to add information to your application.

Attestation Signature and Date

I hereby certify that all the information on this application form is complete, true and accurate. I further agree to update this information as necessary so that it remains complete, true and accurate while my application is being processed.

Signature_____ Date:_____

Name_____
(please print or type)

Authorization and Release

(Please read carefully before signing)

I understand and acknowledge that, as an applicant for membership, participation and/or clinical privileges (hereinafter, referred to as "Participation") at **HealthPartners Health Plan, Amery Hospital and Clinic, Hudson Hospital and Clinic, Lakeview Hospital, Park Nicollet Health Services, TRIA Orthopaedic Center, Osceola Medical Center, Regions Hospital, St Croix Regional Medical Center, Westfields Hospital** (hereafter referred to as Entity), it is my responsibility to provide sufficient information upon which a proper evaluation can be undertaken of my current licensure, relevant training and/or experience, current competence, health status, character, ethics and any other criteria adopted by the Entity for Participation.

I further acknowledge that I am responsible for knowing the contents of the applicable bylaws, rules and regulations, and requirements of the Entity and its professional/medical staff/network, and agree to be bound by them in the application process and if granted Participation.

I further understand and acknowledge that the Entity, its designated agent(s) and/or other authorized representatives, including, without limitation, the Entity's designated professional credentials verification organization (CVO), collectively referred to as "Agents", will investigate the information in this Application. By submitting this Application, I agree to such investigation and to the disciplinary reporting and information exchange activities of the Entity and its Agents as follows:

1. **Authorization of Investigation and Release of Information Concerning Application for Participation.** I authorize the Entity and its Agents to consult with any third party who may have information bearing on my professional qualifications, credentials, clinical competence, character, mental condition, physical condition, alcohol or chemical dependency diagnosis and treatment, ethics, behavior, or any other matter reasonably having a bearing on my qualifications for Participation and authorize such third parties to release such information to the Entity and its Agents.

2. **Authorization of Release and Exchange of Disciplinary Information.** I hereby further authorize any health care organization at which I have applied for, currently have or had Participation or employment to release Disciplinary Information about any disciplinary action taken against me to the Entity and/or its Agents, including, without limitation, the CVO, and as otherwise may be required by law. I hereby further authorize the CVO to release Disciplinary Information about any disciplinary action taken against me to its participating entities at which I have Participation, and as otherwise may be required by law. As used herein, Disciplinary Information means information concerning (i) any action taken by such health care organizations, their administrators or their medical or other committees to revoke, deny, suspend, restrict or condition my Participation or impose a corrective action plan; (ii) any other disciplinary actions involving me including but not limited to discipline in the employment context; or (iii) my resignation prior to the conclusion of any disciplinary proceedings or prior to the commencement of formal charges but after I have knowledge that such formal charges are contemplated and/or in preparation.

3. **Release from Liability**. I hereby further release from liability the Entity and its Agents, state licensing board(s), health care organizations, including, without limitation, hospitals, clinics, and third party payers, medical malpractice insurance carrier(s), and any staff, and all individuals, institutions and entities providing information in accordance with this authorization, for their acts performed in good faith and without malice in connection with the gathering and release and exchange of information as consented to above. This release shall be in addition to any other applicable immunities provided by law for peer review activities.

I understand that communication regarding my application may occur via email.

I understand and agree that this Authorization and Release is irrevocable for any period during which I am an applicant for Participation at the Entity, or I am a member of Entity's medical or health care staff, or a participating provider of the Entity. I agree to execute another consent if law or regulation limits the application of this irrevocable authorization. Failure to promptly provide another consent may be grounds for termination or discipline of the Participant by the Entity in accordance with the applicable bylaws, rules and regulations, and requirements of the Entity.

I acknowledge that the investigation of information in this Application and the release and exchange of Disciplinary Information by the Entity and its Agents are done to achieve, maintain and improve quality patient care.

All information provided by me in the Application is true to the best of my knowledge and belief. I understand and agree that any material misstatement in or omission from the Application may constitute grounds for denial or revocation of Participation. I understand and acknowledge that the Entity shall be solely responsible for all decisions concerning the granting of Participation.

I further acknowledge that I have read and understand the foregoing Authorization and Release. A photocopy of this Authorization and Release shall be as effective as the original.

Signature _____ **Date** _____

Name (please print or type) _____

Malpractice Litigation and Professional Complaints Addendum

Confidential Information

If you answered yes to disclosure question #12 on Current Disclosure question page, please complete the following form. For each lawsuit or complaint, please furnish the following and attach a copy of the complaint including your response to the complaint and level of participation. It is your responsibility to provide external verification (i.e., statement from an attorney, court records, etc.) of your response. You may choose to have your attorney complete this form. Please make additional copies of this form if needed.

Month/Year of incident:_____/_____ **Reported to National Practitioner Data Bank (NPDB):** □Yes □No

Where incident occurred: Facility Name_____

Address_____ City_____ State_____ Zip_____

Describe the nature of incident (Complaint, Allegation) - Do Not Include Patient Name or Identifiers:

_____

_____

_____

_____

_____

Provide a narrative description of your participation/level of care:

_____

_____

_____

_____

_____

Outcome of incident:

CONCLUDED WITH NO PAYMENTS: *(month/year)*		CONCLUDED WITH PAYMENTS: *(month/year)*		
□ Dropped/Closed	Date:_____/_____	□ Verdict for plaintiff	Date:_____/_____	Amount $_____
□ Verdict for you	Date:_____/_____	□ Settled	Date:_____/_____	Amount $_____
□ Dismissed with prejudice*?	Date:_____/_____	PENDING:		
□ Dismissed without prejudice**?	Date:_____/_____	□ Date of filing	Date:_____/_____	

**Dismissed with prejudice - set aside the lawsuit and deny the right to file another suit on that same claim*
***Dismissed without prejudice - set aside the lawsuit but leave open the possibility of another suit on the same claim*

Represented by Legal Counsel for this claim/malpractice lawsuit? □Yes □No If yes, give the name and address of counsel.

Name:_____

Address:_____

Phone Number:_____

Insurance company or employer that provided coverage for this claim:

Name:_____

Address:_____

Phone Number:_____ Policy Number:_____

Applicant Signature_____ **Date** _____

Print Name_____ **Phone Number**_____

Chronological Employment/Practice History Addendum

(Please make as many extra copies as necessary)

(Month and year required)

From _____ Organization Name/Activity:_____

To _____ Reason for Leaving:_____

Contact Name:_____ Clinic Still Open? ☐ Yes ☐ No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

From _____ Organization Name/Activity:_____

To _____ Reason for Leaving:_____

Contact Name:_____ Clinic Still Open? ☐ Yes ☐ No

If no, attach sheet listing address and phone number of someone who can verify your time there.

Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

Hospital Affiliation Addendum

(Please make as many extra copies as necessary)

(Month and year required)

From _____ Facility Name:_____

If hospital changed name, list current name and address

To _____ Type/category of privilege/affiliation (active, courtesy, etc.):_____

Admitting Privileges: ☐ Yes ☐ No

Department Name:_____

Department Chairperson:_____

☐ Application Pending

Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____

From _____ Facility Name:_____

If hospital changed name, list current name and address

To _____ Type/category of privilege/affiliation (active, courtesy, etc.):_____

Admitting Privileges: ☐ Yes ☐ No

Department Name:_____

Department Chairperson:_____

☐ Application Pending

Address:_____
Street City/State/Country Zip Code

Phone Number:_____ Fax Number:_____