

CAQH Credentialing Checklist

Use this checklist to organize the provider data and supporting documents commonly needed to complete and maintain a CAQH profile.

Provider Name _____	NPI _____
CAQH ID _____	Review Date _____

Provider Profile

- Legal name and other names used professionally.
- Date of birth and provider contact information.
- Type 1 NPI, taxonomy code(s) and CAQH ID.
- Current practice locations, mailing address and billing address.

Licensure & Certifications

- Active professional license(s) and expiration dates.
- DEA registration and state controlled-substance registration, if applicable.
- Board certification / eligibility information.
- Current professional liability insurance certificate and claims-history information if requested.

Education & Work History

- Professional school and graduation details.
- Internship, residency, fellowship and other postgraduate training.
- Complete work history with explanations for gaps when required.
- Hospital affiliations and admitting privileges, where applicable.

Attestation & Maintenance

- Review profile for accuracy before attestation.
- Upload current supporting documents in required format.
- Complete attestation and note the next re-attestation date.
- Update expiring documents and material changes promptly.

Administrative resource only. Requirements vary by payer, program, state, specialty and organization. Verify current requirements with the applicable official source before submission. This resource is not legal, tax or clinical advice.