

Provider Credentialing Document Checklist

Organize the core documents commonly requested during payer credentialing, provider enrollment and recredentialing.

Provider Name _____	NPI _____
Specialty _____	Prepared By _____

Identity & Demographics

- ☐ Government-issued identification, if requested.
- ☐ NPI confirmation / registry information.
- ☐ Social Security Number or TIN documentation when required by the application.
- ☐ Current curriculum vitae with month/year chronology.

Licenses & Registrations

- ☐ Professional license(s) for each applicable state.
- ☐ DEA certificate, if applicable.
- ☐ State controlled-substance certificate, if applicable.
- ☐ Board certification documentation.
- ☐ BLS / ACLS or specialty certifications where relevant.

Professional Background

- ☐ Medical / professional school information.
- ☐ Residency, fellowship and postgraduate training.
- ☐ Work history and explanations for reportable gaps.
- ☐ Hospital privileges / affiliations where applicable.
- ☐ Professional references if requested.

Insurance & Practice Documents

- ☐ Malpractice / professional liability certificate.
- ☐ Claims history or loss-run documentation when requested.
- ☐ W-9 for individual or practice entity as applicable.
- ☐ Practice legal name, DBA, TIN, Type 2 NPI and service locations.
- ☐ Ownership / managing employee information where required.

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.