

Recredentialing Checklist

Use this checklist before payer or organization recredentialing to identify expired, changed or incomplete provider information.

Provider Name _____	Payer / Organization _____
Due Date _____	Completed By _____

Profile Review

- ☐ Confirm legal name, contact information and practice locations.
- ☐ Confirm NPI, taxonomy and specialty information.
- ☐ Review CAQH profile and complete current attestation.
- ☐ Confirm payer roster information matches current practice data.

Expiring Credentials

- ☐ Professional license current through the recredentialing period.
- ☐ DEA and state controlled-substance registrations current, if applicable.
- ☐ Malpractice coverage current with adequate limits.
- ☐ Board certification and other professional certifications current.

Changes Since Last Credentialing

- ☐ New or closed practice locations documented.
- ☐ New ownership, tax ID or organizational changes reported as required.
- ☐ Hospital privilege changes reported.
- ☐ Sanctions, adverse actions, claims or disclosure questions reviewed and answered accurately.

Submission & Follow-up

- ☐ Submit requested documents by deadline.
- ☐ Record confirmation / reference number.
- ☐ Track payer questions and supplemental-document requests.
- ☐ Record approval / effective date and next expected recredentialing cycle.

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.